



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central	Park and Recreation Specialist	549-722-1068-902
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Monterey District	Park and Recreation Specialist P.I.	R01
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Monterey Sector	Point Lobos State Natural Reserve	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Senior Park and Recreation Specialist
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>The Park and Recreation Specialist (PI) is an integral part of the Monterey Sector Visitor Services Program, in support of all District core programs, and works under the supervision and general direction of the Monterey District Senior Park &amp; Recreation Specialist. This position will be involved with a wide variety of programs including the Point Lobos Dive Program, Point Lobos Summer Adventures, Special Events/film permitting, and oversight of the sector's Recreation and Reservations Sales Service (R2S2) day-use and reservation system. The reporting location is Point Lobos State Natural Reserve (SNR) located at 62 CA-1, Carmel, CA. This position will be required to work outdoors and travel to other locations throughout the Monterey District.</p>		
<b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>35%</b>	<b>SPECIAL PROGRAMS</b> Facilitate and support the Point Lobos Dive Program, including the management of the dive reservation system and ensure the accuracy of the public facing dive website. Provide support for the Point Lobos Summer Adventures Day Camp program, including assisting field staff and supervisors with the associated logistics, revenue collections, and advertising. Analyze, review, project, and track revenue collections for the Dive, Summer Adventures, and other special programs as needed to ensure accurate and efficient collections, budgeting, and scheduling of events. Address and elevate inquiries and public feedback on programming. Coordinate all boating access for the Point Lobos SNR including approved Scientific Collecting Permit Dive activities, allied agency boat use including the CalFire boat housed at Whaler's Cove, and special State Parks Dive events or projects. Respond to public inquiries regarding programs. Provide assistance to the Special Event / Film Permit Coordinator and all other visitor serving programs and staff as needed. Coordinate with other special programs staff across the District as needed.	
<b>25%</b>	<b>REVENUE ANALYSIS AND GENERATION</b> Analyze and review revenues collected from the Point Lobos SNR entrance station and reservations. Ensure accountability documents submitted by staff are complete and accurate. Review and approve Reports Collection to ensure deposits are completed by the staff and deposited in a timely manner. Work closely with the Point Lobos Foundation operations staff to identify trends in visitation and map sales to develop methods to increase revenue. Provide reports to Area Manager as required.	

20%	<b>PARK OPERATIONS</b> Analyze, monitor, and document visitor serving park operations within the Point Lobos SNR. Ensure effective operation of park entrance stations and day use services through the R2S2 systems, including analyzing and implementing solutions for resolving park administration issues, refunds, and assisting in training of seasonal staff on the R2S2 platform. Analyze monthly staffing schedules to ensure appropriate staffing at the park unit kiosk to ensure dive and other special programs are facilitated and park operations run efficiently. Provide administrative oversight for seasonal budget in coordination with the Area Manager. Assist the Area Manager with hiring logistics while following district and department hiring procedures. Analyze and report on visitation trends by using trail counters, vehicle counters, and other planning methods to provide solutions on increasing visitation and impacts to the natural and cultural resources in Monterey sector park units.	
15%	<b>DISTRICT SERVICES</b> Update park websites with relevant messaging for public information, while also working with the Point Lobos Foundation or other partners in messaging to ensure updates are being shared in a timely manner. Assist the Special Events Coordinator on analyzing and reviewing special event applications for compatibility with park operations. Coordinate with District law enforcement staff on the lost and found items within Point Lobos and other Monterey sector park units. Work with District managers on policies, guidelines, and directives contained in the Department Manuals and Notices. Complete special assignments as instructed and required.	
<b>MARGINAL FUNCTIONS:</b>		
%	<b>TASK/DUTIES</b>	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
This position works in the office, outdoors, and frequently in group settings. Responsibilities will involve working under various environmental conditions (heat, cold, wind, dust, rain) as well on uneven and steep-sloped terrain. May be exposed to poison oak, ticks, and other natural hazards. Position also includes work in an office setting, with prolonged computer use and sitting. Position may work overtime, weekends and holidays, irregular shifts based on program or project needs.		
<b>TELEWORK DESIGNATION</b>		
<b>This position is designated as: (Check one)</b>		
<input checked="" type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input type="checkbox"/> Not Telework Eligible		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class C driver's license is required.		
<b>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b>		
<b>SUPERVISOR STATEMENT:</b>		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>

