



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Park Interpretive Specialist (Seasonal)	549-670-1019-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital District	Park Interpretive Specialist	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Cultural Resources	4940 Lang Avenue	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Museum Curator I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
POSITION DESCRIPTION		
<p>Under the direction of the Museum Curator I, the Park Interpretive Specialist (Seasonal) assists with study, identification, data collection, cataloging, photography, and organization of historic objects and artifacts belonging to Capital District at SMCC. This position reports to the Statewide Museum Collections Center (SMCC) located at 4940 Lang Avenue in McClellan Business Park but may be assigned to other units in the Capital District as needed, including the State Indian Museum Historic Park, Sutter's Fort State Historic Park, State Capitol Museum, Leland Stanford Mansion and Old Sacramento State Historic Park. The work week for this position is Monday through Friday, occasional weekend or evening assignments may be scheduled. This position is not to exceed 1500 hours within 12 consecutive months.</p>		
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.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<b><u>PRESERVATION</u></b> Under the direction of the Museum Curator I, the Park Interpretive Specialist supports conservation of historic objects and artifacts for use in exhibits, including compiling check lists and inventories, cataloguing, and organizing. Perform exhibit maintenance (preventive conservation) at SMCC and on-site at Park Units as needed. May assist and train other staff on preservation tasks.	
35%	<b><u>CATALOGING &amp; RESEARCH</u></b> Catalog historic objects and artifacts using the State Parks Museum collection management database system "The Museum System" (TMS) including creating new records, revising existing records with new data, and reconciling record issues. Operate audiovisual equipment to prepare photographs for catalog records in TMS and for use in exhibits. Obtain, arrange, and interpret data on historic objects and artifacts: may involve the study of natural and human history and historic features, sites, and structures to contribute to historic and park information in object records. Prepare material for written and oral reports as needed, including reports pertaining to the use of museum objects in exhibits and reports for use in repatriation.	

<b>10%</b>	<b><u>EQUIPMENT AND FACILITY MAINTENANCE</u></b>	
	Organize and store program-related equipment and supplies. Prepare check lists and inventories of supplies and equipment and make requests for purchases as needed. Recognize and report safety hazards and damage to facilities and/or historic objects and artifacts.	
<b>10%</b>	<b><u>ADMINISTRATIVE</u></b>	
	Attend staff meetings and training opportunities as required or as they occur. Provide the best customer service possible. Be familiar with the general operation of a personal computer. Possess good verbal and written communication skills, ability to comprehend job assignments.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	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>		
May work in an office or warehouse (museum collections storage facility) setting. Ability to bend, stoop, lift, sit and stand for long period of time. Walk distances on uneven surfaces often out of doors. Lift up to 25 lbs.		
<b>TELEWORK DESIGNATION</b>		
<b>This position is designated as: (Check one)</b>		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input type="checkbox"/> Not Telework Eligible		
<b>SPECIAL REQUIREMENTS:</b>		
When driving is a requirement of the position: Possession of a valid driver's license of the appropriate class and a safe driving record.		
<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>