



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Senior Park Aide (Seasonal)	549-715-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Santa Cruz District	Senior Park Aide (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
District Office	Henry Cowell Redwoods State Park	
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		Supervisor II
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the supervision of the Supervisor II and guidance from the Front Office lead, the Senior Park Aide (Seasonal) will act as the public facing representative at the Santa Cruz District Office and shall provide friendly and professional customer service to all park visitors. The Sr. Park Aide will also provide basic administrative assistance for the district and assist with other admirative programs including contracts, accounting and personnel when needed. The Sr. Park Aide can work up to a maximum of 1500 hours. The reporting location is the Santa Cruz District Office, located in Henry Cowell Redwoods State Park, at 303 Big Trees Park Road, Felton CA 95018.</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	
35%	<u>PUBLIC COMMUNICATION AND PASS SALES</u> Answer telephones and greet the public professionally, referring visitors and filtering telephone inquiries/concerns to the appropriate staff as necessary. Follow up accordingly with the appropriate staff to confirm contact was made. Be familiar with park rules and regulations and be able to relate them to the public. Monitor inbox. Will provide pass sales information, process applications for the following district provided pass sales, Golden Bear, Sr. Golden Bear, Disabled Discount, Poppy and Explorer Passes. Verify all legal and medical documentation required for individual discount passes. Shall assist with handling the weekly batching out with R2S2 including depositing cash, checks, and retention of credit card transactions. Working with Sacramento on required additional documentation as needed. Will assist with the shredding process for Pass Sales and other approved district documents. Will keep annual record of passes sold at the district. Maintaining accountable document paperwork and excel log.	
30%	<u>FRONT OFFICE MANAGEMENT</u> Assisting with the operation of the District Office and provides administrative support assistance. Will assist with the interview process, scheduling, handling correspondence, etc. Duties will include auditing and tracking WEX fuel receipts, assist with district fleet telematics program, assets, bilingual survey, and other HQ time-sensitive drills. Is responsible for admin vehicle inspections and reservations for district staff, assist with posting and filing park closure orders. This position may assist with entering data into spreadsheets and multiple databases (tracking spreadsheets, vehicle use reports, etc.). Assist with the processing of incoming and outgoing mail including processing certified and overnight mail when necessary. In coordination with the other	

	administrative staff, order supplies for the District Office from the DPR Warehouse, Office of State Printing, and District Warehouse and from local vendors. Sends out copier reports, processes STD 204s/STD 205s, follows up with potential vendors, scans/faxes/copies, etc. In charge of keeping the supply cabinet and mail room fully stocked and organized. Works with Admin staff to plan and present safety presentations for monthly administrative meetings. Attended required training, read manuals and directives, and be up to date with any changes in procedure or Department policy.	
30%	ACCOUNTING PROGRAM SUPPORT This position will generally assist personnel, contracts, and accounting units when these programs are short-staffed. Cashiering/Accounting for the Santa Cruz District tasks will include: assisting with the processing of rent/lease, concessions, abatement, and donation checks; assist with the preparation of Report of Collections (e-ROCs), receipt of accountability document (DPR 156s), for weekly bank deposits; assisting with invoicing and purchase order creation, PCard Reconciliation and associated budget tracking; assist with travel reports, travel expense claims and travel coordination. Contract support consists of assisting with 285s including tracking, A# monitoring, data entry and project manager coordination. Personnel support consists of assisting with: payroll envelopes, official personnel file review and filing, file shredding and retention.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
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.	
TYPICAL WORKING CONDITIONS		
TELEWORK DESIGNATION This position is designated as: (Check one)		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class “C” Driver’s License is required.		
<p>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.</p>		
SUPERVISOR STATEMENT:		
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.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
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.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE