



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Management Services Technician (PI)	549-937-5278-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Diego Coast District	Management Services Technician	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
North Sector/ San Diego Coast	North Sector Office	
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		State Park Superintendent
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 supervision of the State Park Superintendent, the Management Services Technician (MST) is part of the Administrative Team and provides accounting and customer service support to sector staff, department staff, and customers.</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>Administrative Support</b> Acts as receptionist, including answering phones, taking messages, greeting the public, selling passes, and providing information about the parks. When required, processes incoming and outgoing mail. Raising and lowering flag on days the office is open. Completes reports, special projects, and general correspondence. Proofreads and edits drafts and final materials prepared for specialist staff. Acts as liaison for various office machine repair services and contacts the appropriate vendor to maintain and/or service equipment. Maintains the conference room calendar and prepares the room for upcoming events. Works with Sector Office administrative staff to provide excellent customer service to field staff, district staff, and park visitors. Provide support for staff using CaLATERs to submit Travel Expense Claims (TECs). Assist job aids, supports staff in submitting TEC, looking up speed charts. Participates in the seasonal and permanent hiring process by proctoring or participating in interviews as requested by staff. Schedules interviews as assigned, collects packets for new hires, and distributes them to personnel. Facilitates required signatures. Supports staff by requesting and purchasing name tags, establishing email accounts, computer and cash register logins, and issuing staff parking passes.	
25%	<b>Park Operations</b> Operates the Department's Point of Sale and Reservation System. Answers questions and complaints related to the reservation service and Point of Sale system. Assists staff working within the campground operation by troubleshooting issues and problems; documenting and tracking problems and program glitches; and analyzing potential solutions. Participates in meetings and orientations with Visitor Services staff. Support staff in the Point-of-Sale system and campground procedures.	
20%	<b>District Data Management/ Data Processing</b>	

	Updates and maintains process manuals for clerical and accounting functions using approved departmental software. Assists the sector with the proper disposition of documents in accordance with department retention guidelines. Prioritize assigned tasks to meet deadlines. Assists with seasonal personnel payroll processing and distribution. Attends appropriate district and administrative staff meetings and scheduled training sessions. If appointed, serves on districtwide training teams. Enters statistics for the Lifeguard and Junior Guard programs into a spreadsheet. Assists lifeguard staff with the annual reporting of statistics.	
10%	<b>Miscellaneous Special Assignments</b> Vehicle Repairs/Fleet Management: serves as liaison with the District Auto Shop and the DGS Fleet Inspector, ensuring repair approvals are documented and transferred to procurement. Schedules the delivery and pickup of repaired vehicles. Tracks monthly vehicle usage through Maximo. Maintains an on-hand supply of all tickets and passes. Order and distribute, a minimum of once per year, using an Accountable Document Requisition Form (DPR 145). In accordance with DOM Section 1425.3, tracks all relevant logs and files indicating where accountable items are assigned and what the park unit ordering needs are each year, ensuring proper control is maintained and all audit requirements are met. Cleans and vacuums floors, wipes down countertops and desks, and keeps the front desk clear, organized, and free of debris. Remove trash and haul to dumpster. Monitors outside grounds and removes any random trash from the area.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</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>		
Work environment is an office setting, using computer, telephone, and other business equipment. Typical work activities involve frequent and prolonged periods of sitting. Typical work involves extended telephone conversations and keyboard operation.		
<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 checked="" type="checkbox"/> Not Telework Eligible		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class C driver's license is required. Ability to lift up to 20 lbs.		
<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>