



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Park Aide (Seasonal)	549-911-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Channel Coast/La Purisima Sector	Visitor Service Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
La Purisima Mission State Historic Park	La Purisima Mission State Historic Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Interpreter III
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the supervision of the State Park Interpreter III, the Park Aide will work with the public, staff the park entrance station, handle cash, provide information to visitors, report public safety issues, explain park rules and regulations, clean and maintain kiosk, account for kiosk supplies, prepare fee collection accounting documents, and report safety and maintenance issues to park staff. Additional tasks may include assisting in educational programs, nature walks, junior ranger programs, and performing minor maintenance duties. This position will be working on weekends and holidays. The reporting location for his position is La Purisima Mission State Historic Park 2295 Purisima Road, Lompoc, CA.		
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	
30%	VISITOR SERVICES AND REVENUE COLLECTION Staff Park entrance station. Collect Park entrance fees, answer visitor questions and provide exceptional customer service to all visitors. Be familiar with the general operation of the park and frequently asked questions. Provide good verbal and written communication as required for various tasks. Perform opening and closing kiosk and visitor center procedures. Report Park violations and problems to appropriate staff. Account for supplies and equipment used in the operation and maintenance of Museum facilities. Always maintain a professional attitude and appearance.	
25%	ACCOUNTING Account for daily revenues collected and compile daily attendance figures. Performs daily operations of a cash register. Adheres to all State Park cash handling procedures and policies.	
20%	MAINTENANCE Maintain a clean, orderly, and safe workspace. Actively participate in daily cleaning and maintenance program around entrance station and visitor center. Be familiar with the locations of all safety and first aid equipment.	

	Report all housekeeping and safety concerns to appropriate staff members.	
20%	INTERPRETATION Perform Visitor Center front desk work answering visitor questions via phone and in person relating to State Parks, La Purisima Mission State Historic Park, and surrounding areas. Assist with educational programs, nature walks and Jr. Ranger programs.	
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		
Work Environment: Must be able to work in inclement, hot or cold weather for extended periods of time Must be able to stand or sit for extended periods of time Position is required to wear a State Park uniform Physical Abilities: Must be able to lift up to 25 lbs. Must be able to walk distances on uneven surfaces.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class “C” Driver’s License is required and participates in the DMV Pull Notice Program This position may be required to work weekends, holidays and special events on a regular basis.		
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.		
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