



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Park Aide (Seasonal)	549-637-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Redwood Coast Sector	Sue-meg State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Peace Officer (Ranger)
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 direction of the lead State Park Peace Officer (Ranger) to kiosk staff, the Senior Park Aide will act as the lead person for day-to-day operation and administration of campgrounds and day use areas. The reporting location for this position is Sue-meg State Park (SMSP) kiosk. Work locations include Sue-meg State Park (SMSP) and Gold Bluffs Beach kiosk and Elk Prairie kiosk at Prairie Creek Redwoods State Park (PCRSP).		
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%	Campground Operations/Fee Collection: Responsible for registration of campers and day users, answering visitor's questions, using the Reserve California computerized reservation system, issuing refunds and receiving cancellations, being aware of campsite occupants and site status, reporting emergencies and rule violations to peace officers and/or other first responders, collecting self-registration envelopes at campgrounds and day use areas, counting and processing park revenues, firewood sales, and collecting and processing quarters from pay showers, and performing campground checks.	
35%	Administration: Responsible for ensuring Park Aides' DPR156, Fee Accountability Work Sheets are accurate and complete, ensuring that revenue collected is properly accounted for and documented, compiling and turning in monthly attendance reports, ordering entrance station supplies when needed, communicating with IT and Reserve California to resolve computer issues, submitting cancellation, no show, and early out reports to Reserve California, assisting in writing of Park Aide schedules, training new Park Aides, tracking and accounting for lost and found items, maintaining organized accounting records for auditing purposes, performing data entry accounting records for auditing purposes, performing data entry of revenue and	

	attendance records, compiling and submitting statistical reports, and filing and storing documents according to department policy.
10%	Interpretation: Responsible for explaining park rules and regulations to park visitors, briefly interpret park resources and features to visitors, as well as answer questions regarding local resources; grocery stores, restaurants, gas stations, shops, laundry facilities, RV dump stations, nearby dog friendly places, harbors/fishing locales, and any other points of interest.
10%	Housekeeping: Responsible for maintaining the cleanliness and organization of entrance stations and public use facilities, keeping area around entrance stations swept and free of litter, and cleaning and stocking restroom facilities when needed. The Senior Park Aide is responsible for the safe operation and routine maintenance of all assigned equipment and will report and/or correct all unsafe maintenance conditions immediately. Additionally, he or she is responsible to perform monthly vehicle inspections and assist in coordinating routine maintenance of visitor service vehicles.
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	
This is a uniformed classification; uniform standards may be found in the Uniform Handbook. Must be willing to work weekends and holidays as necessary. Prolonged standing, bending, and sitting. Work inside and outside; walking, bending, and lifting. Transport equipment weighing up to 25 pounds. Frequent walking on even and 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.	

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