



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Senior Park Aide (Seasonal)	549-911-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Channel Coast District	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
La Purísima Mission Sector	La Purísima Mission State Historic Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Museum Curator I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under direction of the Museum Curator I, this position will assist with projects related to the park's collections program. This position will work two (2) to three (3) days per week between Monday through Friday, 7:00AM – 3:30 PM. This position will report to the Collections Storage Building at La Purísima Mission State Historic Park. This position is required to wear a State Park uniform and is required to maintain a valid California Class C driver's license		
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	
45%	RESEARCH AND REPORTING: Assist with generating routine collection reports, including inventory lists, preparation of files, and working within the park's existing databases to input and edit information to support the park's collection program, scan and file collection records and related materials, assist with visitor services, responding to public requests for miscellaneous information related to the park and park's collection	
35%	ADMINISTRATION: Assist with preparing correspondence and keeping documents updated in support of park's collection program, attend and participate in meetings and applicable job-related and specialized training programs, as required. Regularly complete timesheet, effectively communicate with park staff and volunteers, answer any questions from the public and researchers, maintaining positive relations	
15%	HOUSEKEEPING: Assist as needed with occasional cleaning and organizing of collections in storage and on exhibit throughout several buildings within the park, with checking park exhibit and facilities to ensure safety of collections and reporting on any issues; may also assist with other light housekeeping assignments related to exhibit and facility preservation, including instructing others on proper methods; maintain a clean, orderly, and safe work environment	

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		
Typical work activities involve lifting, bending, pushing or pulling, stooping, and may involve sitting/standing for extended periods of time Work environment may have extensive exposure to dirt, dust, fumes, extreme temperatures, and/or loud noises May work in an office, collections storage facility, visitor center, historic buildings, and outdoors		
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 California 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