



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Park Aide (Seasonal)	549-656-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Visitor Center Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
SF Bay Sector	Angel Island State Park (SP)	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		State Park Peace Officer Supervisor (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 State Park Peace Officer Supervisor (Ranger) and receiving guidance from the on-duty State Park Peace Officer (Ranger or Lifeguard) or State Park Interpreter who is acting as site lead, the Visitor Center Senior Park Aide trains Park Aides and assists with special event coordination. The reporting location is the Visitor Center at Angel Island State Park in the San Francisco Bay Sector. This position may work up to 1500 hours within 12 consecutive months.		
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%	SPECIAL EVENT COORDINATION Respond promptly to inquiries for special events at Angel Island State Park via telephone and email. Create and maintain a shared spreadsheet of events with outstanding tasks and notes and add special events to shared calendar. Promote events on the island through various media including creating a brochure, photographing sites and posting them to the park's website and social media, working with partners such as the Angel Island Company and the Angel Island Tiburon Ferry, providing suggestions for improving sites, contacting local party planners, etc. Responsible for organizing paperwork and payments for submission to Office Technician. Make recommendations to supervisor for permit approvals, the need for monitors, and logistical requests for the maintenance staff.	
30%	PARK OPERATIONS Greet Park visitors upon arrival and provide direction, orientation, and general information. Performs tasks and trains Park Aides in tasks related to the entrance station which includes but is not limited to: collection of park fees, campground operation and registration, operation of the ReserveCalifornia online reservation system, accurate accounting and processing of fees collected, and accurate accounting and processing of passes and tickets sold. Instruct Park visitors in rules and regulations. Will act as a lead and trainer for Park Aides. Will assist with tracking of visitor attendance, processing of lost & found items, and other administrative functions as needed.	
15%	ADMINISTRATIVE Assist supervisor with documentation, email response, telephone messages, record keeping, and other related administrative tasks. Assist supervisor with organizing paperwork and filing	

	documents. Assist with purging old documents that are no longer needed. Assist with improving filing methods and office organization.	
10%	HOUSEKEEPING/MAINTENANCE Maintain clean workspaces in office. Assist with cleaning the Visitor Center, including the restroom, and other buildings as needed. Train Park Aides to perform housekeeping properly.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	PUBLIC CONTACT AT VISITOR CENTER Answers questions from park visitors, provides directions and information, promotes the Junior Ranger Program and assists park visitors.	
5%	BOAT AND VEHICLE OPERATION Assists with Angel Island boat operations when needed and assumes responsibility for assisting with safety of all state vessels and passengers. May operate state vessels with approved training and possession of a California Boater Card. May drive state vehicles as needed for job-related functions.	
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 will be performed both outside in the park in all types of weather conditions and indoors in an office environment at a computer workstation. Work activities may involve prolonged sitting, bending, stooping and lifting. Works inside and outside in varying temperatures, may have exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work in remote locations as well as a fast-paced environment. May require heavy physical work including lifting, pushing or pulling equipment and materials weighing up to 40 pounds.		
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. This position is subject to pre-employment and random drug screening as required by the US Coast Guard for deck handling. Work will include some weekends and nights. Must be willing to work year-round, approximately 30 hours per week. Must be willing to obtain a California Boater Card and participate in vessel training.		
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