



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	State Park Interpreter I	549-672-2826-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital District	State Park Interpreter I	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Interpretation & Education	California Indian Heritage Center	
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 direction of the State Park Interpreter III, the State Park Interpreter I is a key member of a team that provides interpretive programming and visitor service for the California Indian Heritage Center (CIHC). The State Park Interpreter I will serve as a lead person for the permanent, intermittent, seasonal, and volunteer staff. The primary reporting location is California Indian Heritage Center, located at Marina Way, West Sacramento, and will also work in other Capital District units as needed. CIHC operates Wednesday through Sunday, with additional openings possible for special events and programs. Weekend and holiday shifts, along with occasional evening work, are required.		
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%	<u>EDUCATION AND INTERPRETATIVE PROGRAMMING</u> Introduce visitors to the future vision of the CIHC as outlined by the CIHC Task Force and other stakeholders. Assist with the planning, coordination, implementation, and evaluation of formal interpretive programs, special events, media materials, publications, exhibits, group presentations, etc.; programming can include co-creation with Tribes and will always include Tribal consultation. Work collaboratively with other staff, volunteers, and community partners to deliver interpretive programs relating to California Tribal diversity and perseverance, Indigenous stewardship, site history, and other relevant topics. Prioritize and support programming created and delivered by Tribal community members.	
30%	<u>VISITOR SERVICES</u> Aid the State Park Interpreter III (SPI III) with the oversight of day-to-day operations of CIHC. Work with staff to coordinate revenue collection, attendance, and interpretive programming and reporting, school group and interpretive program reservations, and special event permitting and monitoring. Assist the SPI III in recruiting, training, monitoring, and evaluating permanent intermittent, seasonal, and volunteer staff. Serve as a lead for intermittent, seasonal, and volunteer staff and as a project lead on small interpretive projects. Provide visitors with a safe and welcoming public destination. Work in the kiosk when needed, answer visitor questions, provide informal interpretation, and mediate visiting school or commercial groups. Perform general light housekeeping duties as needed to assist the District maintenance and curatorial staff.	
25%	<u>COMMUNITY, PARTNER, AND MEDIA RELATIONS</u>	

	Develop and maintain working relationships with non-profit partners, Native American community groups, local government, and other organizations, agencies, and museums. Understand the priorities of the CIHC Task Force and communicate the vision of the site with the public and partners. Cultivate strong working relationships with Tribal community members to facilitate effective consultation and co-creation. Works with the SPI III, partners, and contractors to distribute media materials. Produce and lead park social media accounts. Collaborate with the SPI III, Capital District staff, and cooperative association staff to proactively update the CIHC webpage.	
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		
Primarily outdoor worksite with kiosk. Work in all types of weather conditions, including hot, dusty, rainy, and otherwise challenging environments. Walk distances on uneven surfaces, sometimes traveling to public restrooms or other facilities located a significant distance from the main work area. Duties may include assisting with parking area management during busy periods or special events. Ability to bend, stoop, lift, sit, and stand for long periods of time.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Occasional travel may be required. Possession of a valid driver's license is required when operating a state-owned or leased vehicle.		
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