



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Senior Park Aide (Seasonal)	549-694-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Senior Park Aide (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Delta Sector	Brannan Island State Recreation Area	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required		Supervisor, Cultural Resources Program
☒ Housing is not available		
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 Supervisor, Cultural Resources Program, this position is responsible for customer service, occasional cleanup work, visitor services and other related work in Delta Sector State Parks. The reporting location for this position is Brannan Island State Recreation Area, located in Rio Vista, CA. Other work locations include the Locke Boarding House Museum and the Delta Meadows Park Property. This position is required to work on weekends, holidays, and evenings if necessary. Assigned days off may be on weekdays and may vary from month to month.		
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%	VISITOR CENTER/MUSEUM OPERATIONS: Responsible for meeting and greeting the public while maintaining a positive customer service approach, disseminate information about the rules and regulations to park visitors in person or by telephone, successfully handles routine questions from the public and minor visitor complaints, promotes self-guided and guided interpretive programs, effectively communicates with other park staff, handles visitor requests related to district and park events, assist with educational walks, school tours, campfire, and Junior Ranger programs	
35%	ADMINISTRATIVE: Provide input for the preparation of schedules. Leads R2S2 software to collect admission, provides basic maintenance, and training of the museum admission system, and resolves technical issues in admission system with R2S2 help desk, monitor and keep supplies of forms, office supplies, and register paper on hand, assists in creating training materials and handbooks, orders and replenishes visitor activity guides and printed materials through DARC, attend and participate in meetings as directed, assist with coordinating with entities such as school groups for scheduling programming, prepare and process paperwork to accomplish required tasks	
15%	HOUSEKEEPING / MAINTENANCE: Performs general workplace housekeeping to provide for a safe, healthy, and professional environment, Clean and update information on interpretive displays, panels, bulletin boards and exhibits. Ensure interpretive facilities and equipment is kept in a clean, safe, and operational condition, maintain program supplies and return inventory to the appropriate storage locations,	

	maintain work vehicles, assists with exhibits and the use of audio-visual equipment, such as projectors, computer, and tablets	
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		
Varied indoor and outdoor environment. Includes work inside an office and a historic building. Work outdoors in various types of weather; work in unpleasant conditions (e.g. bad weather). Work environment may have moderate exposure to unusual elements, such as extreme temperatures, wind, dirt, dust, fumes, unpleasant odors, and/or loud noises. Sit, stand and/or walk for extended periods of time. 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