



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	Guide I, Historical Monument (PI)	549-672-2794-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital District	Guide I	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Interpretation & Education	Sutter's Fort SHP	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Guide II, Historical Monument (Supervisor)
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 Guide II, Historical Monument (Supervisor), the Guide I serves as a visitor services shift lead, performs guided tours, participates in program delivery, and works collaboratively with management, supervisors, Park Aides, and other staff, including docents and volunteers, to monitor the guest experience to ensure quality and consistency. The reporting location is 2701 L Street, Sacramento, at the Sutter's Fort State Historic Park (SFSHP), and the Guide I will also work at the State Indian Museum (SIM) as needed. SFSHP is open 362 days per year with weekend and holiday work, plus occasional evening work required. This position may work up to 1,500 hours per year.		
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	
35%	<u>EDUCATION, INTERPRETATION AND PROGRAM DEVELOPMENT</u> Lead education programs, conduct orientation talks, and develop guided tours for school children attending in groups. Work with the Volunteer Coordinator to train and schedule volunteers. Contribute to the planning and implementation of interpretive special events. Explain the historical significance of the units and their exhibits to individuals and groups at the park and in outreach. Assist in the preparation of tour talks and Museum programs, using current and accepted scholarship that reflects primary sources and stay up to date on state curriculum standards. Develop and present web-based school programming in conjunction with the Parks Online Resources for Teachers and Students program.	
35%	<u>ADMINISTRATION</u> Assist with school group and program administration. Return phone calls, emails, and other public inquiries relative to entry times, tour times, and general reservation information. Assist with accounting and purchasing for SFSHP and the SIM as needed, including daily 156 paperwork and the electronic Report of Collections (eROC) process. Conducts volunteer training, including presentations and demonstrations of interpretive techniques and school group programs. Participate in staff and Program/District meetings.	
25%	<u>MUSEUM OPERATIONS</u> Conduct scheduled monitoring throughout SFSHP and the SIM. Answer visitor questions, touch base with volunteers and staff, and ensure the museum is offering the best interpretive, educational experience possible. Identify and report to the supervisor any circumstances or conditions that may be potentially harmful or dangerous to staff, visitors, artifacts, and/or facilities. Lead and/or assist with carrying out and documenting proper opening and closing procedures for	

	all the buildings and facilities in the park. Remain alert for public safety problems. Adhere to the park's emergency procedures, plans, and contact lists. Assist in daily operations and fee collection.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Historic fort in an urban setting. Work in dusty conditions. Work in all types of weather conditions. Lift up to 40 lbs. Required to provide and wear standard uniforms. Ability to bend, stoop, lift, and sit, for long periods of time. Walk distances on uneven surfaces.		
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