



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Associate Park and Recreation Specialist	549-750-1089-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Public Engagement Specialist	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Rivers Sector	Dos Rios	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Senior Park and Recreation Specialist
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 Senior Park and Recreation Specialist, the Associate Park and Recreation Specialist provides project management and support for park improvement projects and oversees the interpretation projects and program within the Rivers Sector. This position acts in a lead capacity and trains staff in interpretive methods and techniques in accordance with California State Park policies. Regularly works alongside cultural, natural history, ranger, concession, and maintenance staff to meet park goals and objectives. The reporting location for this position is Dos Rios in Modesto, CA.		
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%	PROJECT MANAGEMENT Serve as the primary planner for assigned projects and work collaboratively to define project scopes and timelines, develop and review project agreements and contracts, manage and direct the work of consultants and staff, prepare project documents and manage all aspects of the project through completion. May initiate and prepare project milestones such as written planning documents and studies, reports, analytical summaries, permit applications, exhibits, graphics, and maps. Facilitate project communications, outreach, public engagement, and collaboration with stakeholders, partners, district staff, State Parks leadership, regulatory agencies, media and the public.	
35%	PLANNING AND PROGRAMMING Develop and implement interpretation plans with staff and management. Identifies, evaluates, and compiles status reports of current interpretive services. Assists with identifying Park Infrastructure Database projects and developing budgets. Assists with recruitment and hiring staff. Coordinates, compiles, and updates program databases. Represents the Department at meetings and functions with community, park partner and professional organizations involving projects. Participates in state-wide Interpretation and Education programs, training, and special events.	
15%	COMMUNICATIONS AND PUBLIC RELATIONS Assists with the development of public relations efforts. Promotes positive relations with various community interests and governmental agencies. Assists sector or district staff in the preparation	

	of news releases. Oversee content for sector social media channels, park apps, park website, and the traditional statewide park brochure programs. Develops uniform interpretive standards for social media presentations. Coordinates purchasing of new technology. Oversees accessibility compliance measures of web content.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	SPECIAL EVENTS Oversees the sector's special event program, including adjusting the communications and inquiry processes, as needed. Reviews and assists admin staff in the preparation of special event permits or other access permits. Keep up-to-date on statewide special event practices and provide staff training on permits. Coordinate or support sector-lead special events.	
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		
Work will be performed in both an indoor office environment at a computer workstation as well as outside locations in various weather conditions. May require working on weekends and holidays.		
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 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