



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
DESERT	PARK AIDE (SEASONAL)	549-941-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
COLORADO DESERT DISTRICT	PARK AIDE (SEASONAL)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
ANZA-BORREGO DESERT STATE PARK	ANZA-BORREGO DESERT STATE PARK	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		STATE PARK PEACE OFFICER (RANGER)
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The Colorado Desert District Superintendent I manages Anza-Borrego Desert State Park. The area is divided into the following functions: Visitor Services, Resource Services, Interpretation Services, Maintenance Services, and Administration Services. The Visitor Services Seasonal Park Aide works under the direction of the Campground Supervising State Park Ranger, Lead Campground State Park Ranger, and seasonal Senior Park Aides. The seasonal Park Aide is responsible for campground registration, visitor information, fee collection, accountability, attendance documentation, traffic control, reservation registration, telephones, and housekeeping chores. This position will assist in all fiscal matters pertaining to revenue generated at Borrego Palm Canyon and Tamarisk Grove Campground Kiosks, and at various day use locations in Anza-Borrego Desert State Park. The function of this position is to assist in collecting and accounting for revenue generated at Borrego Palm Canyon and Tamarisk Grove Campground and at various day use and primitive campground locations in Anza-Borrego Desert State Park and to assist in efficiently registering incoming campers. Due to heavy visitor attendance and revenue collection, the position of Park Aide is required to work weekends, nights, and holidays. Evening and early morning shifts are also necessary for this position to meet operational needs.		
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	
65%	Contact Station Operation: Operate the Borrego Palm Canyon and Tamarisk Grove Campground Entrance Kiosks and at various day use entrance kiosks in Anza-Borrego Desert State Park. Collects all day use and campground fees and distributes information to the park visitors. Keeps accurate count of all information required for attendance documents. Register campers properly and assigns campsites when needed. Verifies and accounts for all day use and camping reservations that enter Borrego Palm Canyon Campground and Tamarisk Grove Campground and at various day use areas in Anza-Borrego Desert State Park. Park Aides assist the Campground Supervising State Park Ranger, Lead Campground State Park Ranger, and the seasonal Senior Park Aides as needed.	
15%	Housekeeping:	

	Keeps assigned area neat and clean at all times. Assures the counters, bulletin boards, and work area are kept in a neat and orderly fashion and that refuse containers are not allowed to overflow, nor are contents allowed to decompose between pick-ups and disposal. Corrects and reports all hazardous or safety related conditions in a timely manner. Keeps the campground State Park vehicle safe, clean, and in good running condition. Conducts end-of month inspections on state equipment.	
15%	Patrol and Protection: As required, the Park Aide is responsible for making a campground vacancy checks and advises visitors of park rules and regulations through use of verbal skills and reference documentation Assists in visitor turn-around at various day use locations and acts as a traffic controller when a campground or day use area is at full or parking lots have filled to their capacity. Reports, when required, any first aid situations, receives reports of crimes, or emergencies from the public. Relays information to the appropriate safety personnel (SURCOM, Rangers, Supervisors, Etc.)	
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		
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