



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	State Park Interpreter II	549-720-2827-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey Distirct	State Park Interpreter II	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Monterey Distirct	Monterey State Historic Park	
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		
The State Park Interpreter II reports to the State Park Interpreter III. The Interpreter II is the lead person for Interpretive staff including Interpreter I's, Guides, Guide Trainees, and volunteers. This position also works closely with public safety, curatorial, and facilities staff and other disciplines and agencies. The reporting location for this position is the Monterey State Historic Park (MSHP) unit office located at 20 Custom House Plaza, Monterey CA. This position plans, develops, and coordinates interpretive programming for MSHP and Asilomar State Beach and Conference Ground (SB&CG). Programming includes being involved with exhibit development, social media and other digital programs, and developing interpretive materials for staff, volunteers, and visitors. This position works with the Monterey District Interpreter III to develop a variety of interpretive and community outreach programming for selected Monterey District interpretive projects, including oversight of District social media platforms.		
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	
30%	LEADERSHIP Lead permanent and seasonal interpretive staff at MSHP and Asilomar SB&CG with the goal of fostering a motivated team that focuses on improving each visitor's experience. Maintains and regularly communicates expectations of staff, including a plan for success for each employee. Communicate these expectations by various methods including one-on-one meetings, emails, bulletin board postings, video messages, and team meetings. Documents staff performance especially when it exceeds expectations or falls below acceptable standards. Provides regular evaluations of all interpretive staff under sector Superintendent oversight. Represents MSHP with partners, allied groups, and agencies involved in public education, interpretation, and museum management. Act as the Cooperating Association Liaison to Monterey State Historic Park Association.	
25%	INTERPRETIVE PROJECT MANAGEMENT Plans, coordinates, implements, and evaluates major and minor interpretive projects. Works closely with park and partnership staff to develop high-quality digital media, social media, and exhibits that comply and incorporate accessibility standards, best interpretation practices, and California State Park policies. Coordinates and schedules project related meetings, identify unified interpretive	

	standards, develop project scopes and budgets, manage contracts, and with support write grants. Plans and coordinates major and minor special events in coordination with park partners and community groups at MSHP. Provide interpretive staff with direction and assistance in the planning and coordination of events at Asilomar SB&CG.
15%	INTERPRETIVE TRAINING Plans, develops, and presents training for Interpretive staff and volunteers, with an emphasis on interpretive theory and the use of various interpretive methods and techniques. Provides ongoing coaching, modeling, and mentoring in these areas. Provides training classes in specialized interpretive areas, including historic room interpretation, living history, and history of MSHP and Asilomar SB&CG for staff and volunteers.
10%	ADMINISTRATION With direction from the District Interpreter III, maintain compliance with interpretive reporting including the development and submission of the Annual Interpretive Programs Plans for the Asilomar sector. Provide oversight for staff California Interpretation Collection and Data Archive (CICADA) reporting for the sector and bi-annual CICADA report review. Project annual staffing costs and track staffing expenditures. Oversee cash handling and reporting at MSHP. Provide direction for and work with current Interpretive staff to provide interpretive relevancy and inclusion of California State Parks items in concessionaire-run park stores.
10%	DISTRICT INTERPRETATIVE SUPPORT With direction from the Monterey District Interpreter III develop, maintain and oversee uniform interpretive standards for current social media channels for Monterey District Interpretive staff. In coordination with the District Interpreter III manage the Monterey District park webpages, overseeing content accuracy, accessibility, and compliance measures. Work with sector volunteer coordinators to ensure timely submission of the Annual Volunteers in the Parks Program (VIPPP) report.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	FACILITY MAINTENANCE AND HOUSEKEEPING Lead the interpretive team in maintaining a tidy and clean work location. Maintain State owned vehicles and equipment as assigned. Recognize facility deficiencies and either repair them or file a work order with the facilities team. Recognize hazards and take immediate action to render them safe.
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	
Work in the interior and exteriors of historic structures around historic artifacts.	
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. This is a uniformed position, and employees shall conform to all uniform and grooming guidelines.	

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