



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Aide (Seasonal)	549-660-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Seasonal Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Bay Area District	Bay Area District Office, Petaluma, CA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Administrative Officer II
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 and supervision of the Administrative Officer II, the Park Aide is a temporary or seasonal position providing assistance to the public, as well as assisting our personnel and accounting administrative staff, and assisting coverage to the front desk reception at the Bay Area District office located in Petaluma, California.		
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%	PERSONNEL AND ACCOUNTING Assist personnel staff with confidential reports, create and maintain filing systems, compile and review hiring packets, follow up on outstanding paperwork for hiring appointments and separations, benefits, housing, and workers compensation. Process and distribute payroll, assist with maintenance of leave balances, update the district-wide email distribution list, requesting and canceling of alarm codes, create new employee ID cards, complete DMV Employer Pull Notices. May assist accounting staff with processing purchasing and accounting documents, such as PAPO's (purchase orders) and DPR 285's (agreements for contracts) for the district, copying P-Card statements, filing Report of Collection documents that include DPR156's (receipt accountability) and EROC's (electronic report of collection), and updating the utility spreadsheet.	
30%	CUSTOMER SERVICE/RECEPTION Deliver professional and courteous support and customer service to staff, volunteers, and visitors of the Bay Area District. Greet visitors in person and via phone; answer and route incoming calls; provide information to the public regarding parks, R2S2 reservation system, and Park Passes. Other responsibilities include bank, mail and FedEx runs, assisting with interviews, managing Library and Conference room calendars, maintaining postage machine, and opening/closing of office gates.	
20%	SPECIAL PROJECTS May assist with various projects from senior leadership as time permits.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
10%	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		

Office work, daily and frequent use of personal computers and variety of office software applications at a workstation. Sit in a normal seated position for extended periods of time. May involve some exposure to aggressive visitors.

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
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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
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