



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Park Interpretive Specialist (Seasonal)	549-918-1019-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District	Museum Park Interpretive Specialist	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Los Angeles Sector	Pio Pico State Historic Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Museum Curator 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 of the Museum Curator II, the Museum Park Interpretive Specialist assists with gathering and presenting information for exhibits and contributing to good conservation practices at the historic Pio Pico Adobe. Duties will generally include maintenance of exhibits and equipment in the historic adobe museum and grounds, obtaining and preparing information for historical exhibits, compiling catalogs of historic objects and artifacts, opening and closing of museum facilities during regular business hours, and assisting with interpretive programs and/or park events as needed. This position reports to Pio Pico State Historic Park located at 6003 Pioneer Blvd. Whittier, CA 90606 but may be assigned duties at other units in the Angeles District as needed, including Malibu Lagoon State Beach – Adamson House and Los Encinos State Historic Park. This role will not exceed 189 days or 1500 hours within a 12-month period. The work schedule will typically be four days per week 7:00am - 3:30pm.		
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>EXHIBIT MAINTENANCE AND DEVELOPMENT</u> The Museum Park Interpretive Specialist carries out the general care of exhibits within the historic adobe museum, including conservation and maintenance of exhibit cases, furnishings and historic building interiors, exteriors, outbuildings and interpretive trails. Maintains storage areas and housing of historic objects and artifacts with appropriate packing materials. Conducts daily environmental monitoring to maintain a stable house museum environment. Obtains data and prepares information and written material for exhibits.	
30%	<u>COLLECTIONS MANAGEMENT</u> Assists with care of historic objects and artifacts, including object preparation and identification, compiling checklists and catalogs using the State Parks museum collection management database system "The Museum System" (TMS), as well as preparation of object photography for catalog records in TMS and for use in exhibits.	

20%	<u>RESEARCH AND INTERPRETATION</u> Studies the natural and human history, and historical features, sites or structures in order to contribute to the general scientific, historic and park information in exhibits and catalog records. Answers questions and explains rules and regulations to visitors for the purpose of protecting and preserving natural, historic and cultural features, sites, structures and objects in the state park unit. Explains and interprets the social and cultural history of the area.	
10%	<u>ADMINISTRATION</u> Conducts routine administration tasks and other museum clerical duties, including organizing and maintaining the collections activity documentation, weekly reports, monthly Tempo timesheets, environmental monitoring and integrated pest management documentation. Responds to phone inquiries and email correspondence, as well as prepares other administrative paperwork to meet operational needs. Attends staff meetings and training opportunities as required. Engagement and communication with the public may be required to provide potential visitors with park unit information.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity.	
TYPICAL WORKING CONDITIONS		
This position is designated as not telework eligible. Work is performed in the interior and exterior of historic structures and around museum objects. May have extensive exposure to dirt and dust. Ability to lift 25 pounds, bend, stoop, sit and stand for long periods of time is necessary.		
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 and a safe driving record are 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