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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Aide (Seasonal)	549-657-1035-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Sonoma-Mendocino Coast	Park Aide	E
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Russian River Sector	Fort Ross State Historic Park	
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

The Park Aide position works under the direction of the Senior Park & Recreation Specialist. The reporting location is the Fort Ross State Historic Park visitor center at 19005 Coast Hwy in Jenner, CA. The position is responsible for the collection and accounting of park fees, daily attendance, providing visitor information, and assisting with interpretive activities within the For Ross State Historic Park. Key components of Visitor Services include processing day use fee's, giving tours, operation of the Visitor Center Museum and light maintenance. Employee hours are 9:00am to 5:30pm. This position requires working evening events, holidays and weekends. This position is not to exceed 1500 hours within a 12-month period.

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%	**VISITOR SERVICES AND REVENUE COLLECTION** Provide exceptional customer service to all visitors. Perform opening and closing procedures for Visitor Center and Fort Compound. Collecting day use fees and answering visitor questions via phone or in person relating to Fort Ross State Historic Park and surrounding areas. Report issues, and account for supplies and equipment used in the operation and maintenance of Museum facilities. Always maintain a professional attitude and appearance. Display good verbal and written communication skills, and ability to comprehend job assignments.
25%	**ACCOUNTING** Accurately maintain daily attendance records and admission fee sales and change funds. Accurately account for daily revenues collected and compile daily attendance figures. Be proficient in all Museum and State Park cash handling procedures and policies. Accurately complete bank deposits and complete report of collections. Accurately track and report daily attendance.
20%	**INTERPRETATION** Become knowledgeable about the history of Fort Ross SHP and its collections. Provide interpretive orientation to the Museum and Fort Compound exhibits. Assist with school group orientations when needed. Provide accurate information on special events and exhibits and other Museum programs. Actively participate with museum operations staff with ongoing interpretive programs.
15%	**MAINTENANCE**

	Maintain a clean, orderly, and safe workspace. Actively participate in daily maintenance program and cleaning of visitor center. Become familiar with locations of all safety and first aid equipment. Report all housekeeping and safety concerns to appropriate staff members.

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

Must be able to lift up to 25 lbs.
Ability to bend, stoop, lift, and sit/stand for long periods of time.
Walk distances on uneven surfaces often out of doors.
Working out of doors in the heat under dusty 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.

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