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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Senior Park Aide (Seasonal)	549-715-1035-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Santa Cruz District	Senior Park Aide (Seasonal)	E
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
District Office	Henry Cowell Redwoods State Park	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Supervisor I

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 supervision of the Supervisor I and guidance from the Front Office Lead, the Senior Park Aide (Seasonal) will act as the public facing representative at the Santa Cruz District Office and shall provide friendly and professional customer service to all park visitors. The Sr. Park Aide will also provide basic administrative assistance for the district and assist with other administrative programs including contracts, accounting and personnel when needed. The Sr. Park Aide can work up to a maximum of 1500 hours. The reporting location is the Santa Cruz District Office, located in Henry Cowell Redwoods State Park, at 303 Big Trees Park Road, Felton CA 95018.

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%	**CONTRACTS PROGRAM SUPPORT** Provide administrative support for the District's contract program under the direction of the lead. Assist with processing and compiling one-time service agreements (285s) and invoices for longer-term contracts in Fi$Cal. Monitor 285 vendor activity for compliance and flag potential issues to the lead for review. Create procurement contracts and purchase orders, verify appropriate coding and available balances, and maintain supporting documentation. Update internal tracking systems and project trackers to monitor contract and purchase order activity, invoices, coding, balances, deadlines, and processing status. Reconcile information between Fi$Cal and internal tracking systems and notify the lead of expiring funds, purchase orders, or funding concerns. Review, revise, organize, and format large PDF documents and supporting materials for non-IT services and public works contracts with accuracy and attention to detail. Monitor communications, maintain task and project trackers, to provide status and follow up needs to appropriate staff. Maintain organized contract records in SharePoint and other approved systems, including purchase orders, invoices, coding, correspondence, and supporting documentation. Assists in the creating of Purchase Orders, Procurement Contracts, and process invoices to complete contracts accounting tasks in Fi$Cal.
30%	**PUBLIC COMMUNICATION AND PASS SALES** Answer telephones and greet the public professionally, referring public concerns/inquiries via email, in-person, and telephone to the appropriate staff as necessary. Accurately communicate park rules and regulations to public as appropriate. Monitor Outlook and mail for public inquiries regarding pass sales. Provide pass information and process applications for the Golden Bear, Sr.

	Golden Bear, Disabled Discount, Poppy and Explorer Passes. Verify all legal and medical documentation required for individual discount passes. Shall assist with handling the weekly batching out with R2S2 including depositing cash, checks, and retention of credit card transactions. Working with Sacramento on required additional documentation as needed. Will assist with the shredding process for Pass Sales and other approved district documents. Will keep annual record of passes sold at the district. Maintaining accountable document paperwork and excel log.
25%	**FRONT OFFICE MANAGEMENT** Assist with operation of the District Office and provide administrative support assistance. Assist with interview scheduling and handling correspondence with applicants. Audit and track WEX fuel receipts, assist with district fleet telematics program, capital assets, districtwide announcements and updates, and other time-sensitive projects. Perform monthly vehicle inspections, district reservations, and mileage reports. Assist with posting and filing park closure orders. Perform scheduled bank runs in State vehicle. Process incoming and outgoing mail including certified and overnight mail, when necessary. In coordination with the other administrative staff, order supplies for the District Office from the DPR Warehouse, Office of State Printing, and District Warehouse and from local vendors. Sends out copier reports, processes STD 204s/STD 205s, follows up with potential vendors, scans/faxes/copies, etc. In charge of keeping the supply cabinet and mail room fully stocked and organized. Works with Admin staff to plan and present safety presentations for monthly administrative meetings. Complete required training, maintain familiarity with State manuals and directives, and be up to date with any changes in procedure or Department policy.

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