



Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central		State Park Interpreter II	549-715-2827-902
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Santa Cruz District		State Park Interpreter II	R01
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Santa Cruz District		Henry Cowell Redwoods State Park	
STATE HOUSING (Check if applicable)			IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.			State Park Interpreter III
POSITION DESCRIPTION			
<p>Under the direction of the State Park Interpreter III, this position has district-wide responsibilities for assisting with the planning, coordinating, implementation, and evaluation of major interpretive programs, projects and performs the more difficult research and development of interpretive materials. This position acts as a lead for staff and serves as the interpretive public information officer, district social media coordinator, and district webmaster. The position oversees the districtwide media outreach efforts including social media sites, monthly press packets, and assisting district employees with media for volunteer recruitment and interpretive activities. This position is the district photo library manager and works as the lead person for the Kids 2 Parks program serving Title 1 schools. This position is the district interpretive technology coordinator assisting staff with technology-related issues and manages district equipment. The reporting location for this position is Henry Cowell Redwoods State Park.</p>			
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%	DISTRICT COORDINATION This position coordinates the district panel program including planning and maintenance of all district interpretive panels. This position oversees the RAPPORT evaluation program ensuring compliance of employees and volunteer-docents. As the district Kids 2 Parks Coordinator, this position coordinates with partners, contractors, teachers, and staff to ensure program registration, scheduling, and communication. As the district Technology coordinator, this position purchases and maintains equipment and assists staff with video conferencing and other technology tools for interpretive purposes. The position coordinates the district California State Park Backpacking Adventures program including budgeting, registration, and advertising.		
30%	ADMINISTRATION AND INTERPRETATION The incumbent oversees and assists with districtwide reports including annual interpretive activity reports, Volunteers in Parks, and special event reports. Manages districtwide interpretive activity reporting system in the CAMP database: confirms data entry by staff and checks for accuracy; advises and provides training support to staff. Conducts and assists with coordination of interpretive staff training. Researches, develops, and conducts interpretive programming as needed throughout the district. Serves as lead for summer interpreters including recruiting, training, and monitoring employees. Orders and distributes Junior Ranger supplies and materials.		
25%	PHOTO LIBRARY MANAGER AND DISTRICT SUPPORT This position acts in a lead capacity for photo library management in the district. Manages and maintains a district image library; organizes and prepares image files, documentation and naming system, security, and storage. Provides ongoing support throughout the district to all staff for special event planning, and coordination. Assists with complex interpretive projects such as visitor centers, wayside exhibits, brochures, and facilities.		



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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 telework eligible – office centered.		
SPECIAL REQUIREMENTS:		
Possession of a valid class “C” Driver’s License is required.		
<p>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.</p>		
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