



## Duty Statement

CURRENT  PROPOSED  STANDARD

<b>Division</b>	<b>Classification</b>	<b>Position Number</b>
Park Operations	State Park Interpreter III	549-830-2828-xxx
<b>District/HQ Section</b>	<b>Working Title</b>	<b>CBID</b>
Interpretation and Education	Access &Engagement Program Mgr.	S01
<b>Sector/HQ Unit</b>	<b>Reporting Location</b>	<b>Incumbent</b>
Park Access &Engagement	Sacramento	
<b>State Housing (only check if required)</b>		<b>Supervisor Classification</b>
<input type="checkbox"/> Required		Chief, Interp and Ed Division
<b>Position Description</b>		
<p>Under the general direction of the Chief, Interpretation &amp; Education Division, the Interpreter III will oversee and support statewide field staff in the development, implementation and management of park outreach programs that broaden community access and engagement. Program management systemwide includes oversight for the Relevancy and History (R&amp;H) Program, intellectual property management, cultural relevancy programs, and youth access and outreach programs. Key tasks will include statewide R&amp;H program administration and coordination including fostering internal and external partnerships; developing systemwide trainings; and providing professional support of R&amp;H staff, including recruitment of District staff necessary to support research, teaching and programming to create high-quality and relevant State Park visitor interpretive experiences throughout the system. The manager will oversee similar equity-based interpretive and community engagement efforts within the Department for youth access and outreach as well as supervise, plan, and coordinate interpretive activities. 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.</p>		
<b>Essential Functions</b>		
Percentage	Task	
30%	<b>STATE WIDE PROGRAM PARTNERSHIP DEVELOPMENT and SUPERVISION</b> Supervise, plan, and coordinate interpretive activities. Work directly with partner universities and higher-education institutions, district and headquarters, Partnerships, Community Engagement and Interpretation Units and the greater community to coordinate Relevancy and History project partnerships, youth access and outreach programs, and community engagement efforts at appropriate departmental units and divisions. Oversee R&H program staff with developing, testing, and modeling engaging and relevant programming and practices that address multiple perspectives and themes. Steward strategies that provide opportunities for civic dialogue and community engagement. Guide planning, implementation and evaluation efforts for statewide expansion of partnership opportunities and increasing equity based and youth access programs.	
25%	<b>PROGRAM STAFF SUPPORT</b> Steward field staff in the development, coordination, and presentation of current, accurate and relevant statewide interpretive programs for park visitors. Provide professional guidance and support in order to coordinate, evaluate and improve R&H program activities. These professional interpretive tasks include supporting departmental staff in: planning, developing, conducting and coordinating high-quality and broad-based historical and cultural research for interpretive projects; compiling information.	
20%	<b>COMMUNITY ENGAGEMENT AND PROGRAM OUTREACH</b> Represent and promote parks access and engagement by attending meetings and participating in programs that lead to and enhance outreach. Maintain positive working relations with governmental agencies/institutions, professional institutions/organizations, and community-based organizations, groups and individuals, whose interests, purposes, projects, activities and participation accentuate the growth of park relevancy, civic dialogue and engagement to enhance park programming, use and constituency building. Draft communications, press releases, public service announcements, articles, and audio-visual presentations for program outreach and promotion. Support associated districts in establishing and/or stewarding the Community Engagement Program.	

10%	<p><b>PROGRAM ADMINISTRATION</b>                  Attends and participates in Interpretation and Education Division staff meetings. Prepares clear, concise, and accurate memos and other correspondence in relation to Access and Engagement Program activities. Coordinates and oversees R&amp;H program interagency, co-management and other partner contractual agreements; serving as the Department's representative to such agreements as necessary to support department-wide and requested R&amp;H District partnerships. Oversees and manages Intellectual Property Rights agreements for the Division.</p>
10%	<p><b>PROGRAM PLANNING</b>                  Assist with the development and update of park interpretive planning documents to address systemwide, regional or unit specific support of R&amp;H and youth access and equity programs. Prepare, evaluate and track planning needs for stewarding, scaling and institutionalizing the programs.</p>

**Marginal Functions**

Percentage	Task
5%	Performs other job related duties as necessary for operational continuity.

**Typical Working Conditions**

Tasks may be located at assigned unit, or at partner institution or various community locations throughout state. Attendance at evening or weekend meetings or events may be required.

**Special Requirements**

Willingness to travel throughout the state and work irregular hours and weekends as needed. A valid California's driver's license is required for this position.

*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 this 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 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