



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	State Park Interpreter III	549-680-2828-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	District Interpretation and Education Manager	S01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
District Office	District Office	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		District Superintendent II
POSITION DESCRIPTION		
<p>Under the general direction of the District Superintendent II, the State Park Interpreter III serves as the Diablo Range District Interpretation and Education Manager. This position will provide oversight and supervision of the interpretation and education program for the Diablo Range District, which includes scheduling, training and development, research, and program development. This position oversees budgeting, planning, and maintenance of interpretive facilities, equipment, and artifacts. The reporting location for this position is Diablo Range District Office at 15751 Tesla Road, Livermore.</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	
30%	Interpretation Planning Provides support for all District interpretive services including planning, developing, directing and supervising activities of staff and volunteers engaged in interpretation and education. Advises staff on interpretive policy, fosters interpretive activities, and enhances public, community, and allied agency understanding of the significance and value of the park units of the Diablo Range District. In conjunction with Headquarters staff plans, develops, and implements statewide interpretive and educational programs. participates in interpretive planning and visioning including policy development for cultural and natural resource interpretation.	
25%	Management Manages the planning, organizing, training, research, directing, evaluation and projections of District interpretive programs and services to enhance the overall visitor experience. Sets performance objectives for interpretive programming based on the strategic planning for the District. Oversees the development and management of park partners included but not limited to cooperating associations in collaboration with other park managers, volunteers and concessionaires. Serves as the District Volunteer Manager overseeing volunteer coordination throughout the district. Coordinates the interpretive services with programs of other departments, educational institutions, museums, interpretive associations, and other agencies increasing the visibility for a multifaceted educational contribution.	
20%	Administration Ensures the established goals of interpretive programs are consistent with the core programs and mission of the District and Department and proves the expected outcomes. Attends and leads meetings often facilitating meetings working to bridge communication among all units and specialty areas of the District. Works toward continuous improvements in making interpretive services relevant to the cultural diversity in California and inclusion of non-traditional park users. Develops interpreted goals aimed at public involvement in State Parks with natural, cultural, and historical resource stewardship and increased volunteerism in the community. Provides oversight of curriculum focused school programs to assure	



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	alignment with educational standards. Continues to meet District, Department, and California State Accessibility Standards and maintains compliance with Public Resources Code 5024 to protect natural and cultural resources. Plans, develops, and evaluates facilities and publications to ensure suitability and quality.	
20%	Supervision Supervises, trains, monitors, and evaluates the performance of District interpretive staff. Manages the hiring of interpretive personnel. Participates in and facilitates employee work teams. Supervises District-wide interpretive evaluation program. Follows legislative rules and related issues to ensure compliance in personnel management law. Upholds the Department's Equal Employment Opportunity Policy and the supervisor's role in the program and processes available to meet those objectives to achieve equal employment opportunities in hiring, training and promotion that is free of discrimination and harassment. Completes all required supervisory documents timely.	
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		
Typical work activities involve frequent and prolonged periods of standing, sitting, and walking as well as prolonged driving. Outdoor work will be infrequent but will require working in a variety of environments including cold, windy, wet and muddy conditions along lakes, creek banks, wetland, rocks, brush, and off-highway vehicle activity.		
TELEWORK DESIGNATION:		
This position is designated as telework-eligible office-centered.		
SPECIAL REQUIREMENTS:		
Possession of a Class C driver's license and a good driving record.		
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