



## Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division		State Park Interpreter II	549-718-2827-902
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Santa Cruz District		State Park Interpreter II	R01
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
San Mateo Coast Sector		Ano Nuevo State Park	
STATE HOUSING (Check only if required)			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, the State Park Interpreter II has sector-wide responsibilities for assisting with the planning, coordinating, implementation, and evaluation of major interpretive programs and projects. The State Park Interpreter II performs the more difficult research and development of interpretive materials. Acts as a lead for the sector and provides training in both interpretation and administrative tasks for staff and volunteers. The reporting location for this position is Ano Nuevo State Park in Pescadero, CA.</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%	<b>LEAD INTERPRETER</b> This position acts in a lead capacity for Interpreter Is and seasonal interpretive employees. Responsibilities include scheduling, monitoring, training, and evaluating employees. Assists with recruitment and hiring. Ensures time sheets and other paperwork are completed. Supports San Mateo sector by addressing staffing needs including assessing and recommending training, coordination of sector and districtwide interpretative programs, ensure interpretive programs are staffed in unforeseen staff absences, acts as lead in absence of other leads and on an as needed basis. Prepares and develops educational content for interpretative programs in the sector. Provides strategic support for educational trends to support district leadership and overall programmatic team in relation to educational content for interpretive programs.		
25%	<b>ADMINISTRATION</b> Oversees and assists with districtwide reports including Volunteers in Parks and special event reports in the San Mateo sector. Coordinates and distributes annual VIPP passes in the San Mateo sector. Conducts and assists with coordination of interpretive staff training. Research, develop and conduct interpretive programming as needed throughout the district. Assists San Mateo sector staff with supply budgeting and purchasing. This position will work with the San Mateo sector cooperating association liaison to manage funds.		
25%	<b>INTERPRETIVE PROGRAMS/ VOLUNTEER MANAGEMENT</b> This position will be responsible for interpretive program planning and presentation in the San Mateo sector. This position will present school programs, virtual programs, campfires, junior rangers, and special events. They will coordinate the interpretive work assignments for the staff which will include Interpreter I, seasonal staff, and volunteers and ensure they are submitted in a timely manner. Assists with staff budget management.		
15%	<b>PLANNING, DEVELOPMENT OF INTERPRETIVE PROJECTS</b> This position does technical and detailed planning, writing, and editing of major interpretive projects. Assists with budget requests, proposals, and tracking; prepares related contract materials. Provides fact checking, in-depth research, detailed project evaluation and prepares team review of phased projects.		



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	Researches and provides sources for project photos, artifacts, interpretive objects, props, and related materials. Also researches, writes, compiles and edits materials for a wide variety of interpretive projects including brochures, maps, e-projects, wayside panels, AV, and educational materials.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings, trainings, and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as telework eligible-office centered.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid Class C driver's license is required.		
<p><b>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.</b></p>		
<b>SUPERVISOR STATEMENT:</b>		
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.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
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.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>