



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Park Interpretive Specialist (Seasonal)	549-554-1019-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Oceano Dunes District	Park Interpretive Specialist (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Cultural Res/Interp & Education	555 Pier Ave, Oceano, CA 93445	
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 will plan, organize, and conduct Junior Ranger and Campfire programs; educational and school presentations in both classroom and park settings; structured interpretive and educational walks and tours; visitor center operations; and informal roving field interpretive and educational presentations using techniques, strategies and standards used within department and the profession. Prepares and provides formal presentations to members of the public, government or department staff regarding Department and District interpretation and educational subject matter as needed. The position will demonstrate sufficient knowledge of the park's cultural and natural environment as used in our interpretation and educational planning and presentations. The position will be required to operate audio and visual equipment and other technical and semi technical equipment; maintain tools and equipment in good working order; and maintain museum collections. This position will be required to operate various vehicles including but not limited to trucks, SUV's and off-highway vehicles. The reporting location is Oceano Dunes District Visitor Center at 555 Pier Avenue, Oceano, CA 93445.</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%	Traditional Park Programming: Using knowledge of the Natural, Cultural and Recreational Resources within the District, conduct interpretive activities for park visitors such as Oral presentation Multimedia presentations Hands on activities and craft projects for the Junior Ranger, school tours, and Campfire programs.	
30%	Informal Interpretation: Using knowledge of the Natural, Cultural and Recreational Resources within the District, provide meaningful and accurate interpretive information to park visitors and conduct interpretive activities such as Informal talks, answering questions and utilizing tangible items for educational opportunities in settings including Educational Walks and Talks, Roving Interpretation, Visitor Center and Education Stations.	
10%	Interpretive Planning and Programs: Maintain programmatic services within Visitor Services. The position will assist the State Park Interpreter II to develop and implement interpretive programs and materials, including interpretive flyers, posters, oral presentations, multimedia presentations, hands on activities and craft projects covering aspects of Pismo State Beach and Oceano Dunes State Vehicular Recreation Area's local history, native populations,	



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	coastal resources and native flora and fauna. Assist the Interpreter II in Special Events and Outreach programs, such as Off Highway trade shows, county fairs and various community events.
10%	Operations: Work with general public and answer questions on rules, regulations, and facilities for the public and provides directions to the public, and promotes a positive relationship with park volunteers and the public through professional and friendly interactions.
5%	Equipment and Maintenance: Operates and manages the use of audio-visual equipment, such as projectors, portable speakers, computers and digital cameras for interpretive programs, Manage and maintain museum items such as taxidermy animals, hands on exhibits and digital displays located in the Visitor Center Assist with general workplace housekeeping to provide for a safe, healthy and professional environment.
5%	Performing, Leading, Training: Comply with Department Uniform Standards, Personal Grooming Standards (Per DOM 2300) and adhere to Department performance standards. With training, operate Off-Highway vehicles and to haul a trailer for interpretive activities and to travel to sites within the District.
5%	Clerical: Responds to public inquiries for basic interpretive education, Keeps accurate statistics for interpretive programs given, Orders and maintains interpretive supplies and equipment as directed by lead State Park Interpreter II.
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	
<p>Work Environment: Office environment and outside work in the parks, local community and outreach events. At times duties involve working in inclement weather and extreme conditions (sun, wind, rain, blowing sand, unstable sand). Daily and frequent use of computers and a variety of office software applications at a workstation, Sit in a normal seated position for extended periods of time, Standing for long lengths of time during programing and outreach, May involve some exposure to aggressive visitors, Work in an outdoor setting for extended periods.</p> <p>Physical Abilities:</p> <ul style="list-style-type: none"> • Move about, stand, reach, stoop, or bend. • Use fine motor skills for computer or office machine use. • Hear, see, read, write, and speak in a clear and concise manner. • Lift supply boxes up to 20 lbs. and move heavier supplies using a hand cart. • Common eye, hand and finger dexterity is required for most essential functions. • Requires prolonged sitting, standing, and walking on uneven and slippery surfaces. • Requires reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. 	



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- Requires both near and far vision when inspecting work and operating assigned equipment.
- Safely operate state vehicles and equipment

TELEWORK DESIGNATION:

This position is designated as not telework eligible.

SPECIAL REQUIREMENTS:

Must possess a valid Class C California driver license and maintain 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