



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Fields	Park Aide (Seasonal)	549-911-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Channel Coast District	Visitor Service Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
La Purisima/La Purisima Mission SHP	La Purisima Mission SHP	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		State Park Interpreter III
POSITION DESCRIPTION		
<p>Under the supervision of the State Park Interpreter III, the Park Aide will work with the public, staff the park entrance station, cash handling, providing information to visitors, reporting public safety issues, explaining park rules and regulations, clean and maintain kiosk, account for kiosk supplies, prepare fee collection accounting documents, and report safety and maintenance issues to park staff. Additional tasks may include assisting in educational programs, nature walks, junior ranger programs, and performing minor maintenance duties. This position will be working on weekends and holidays. The reporting location for his position is La Purisima Mission State Historic Park 2295 Purisima Road, Lompoc, 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%	VISITOR SERVICES AND REVENUE COLLECTION <ul style="list-style-type: none"> Staff Park entrance station. Collect Park entrance fees, answer visitor questions and provide exceptional customer service to all visitors. Be familiar with the general operation of the park and frequently asked questions. Provide good verbal and written communication as required for various tasks. Perform opening and closing kiosk and visitor center procedures. Report Park violations and problems to appropriate staff. Account for supplies and equipment used in the operation and maintenance of Museum facilities. Always maintain a professional attitude and appearance. 	
20%	ACCOUNTING <ul style="list-style-type: none"> Account for daily revenues collected and compile daily attendance figures. Performs daily operations of a cash register. Adheres to all State Park cash handling procedures and policies.	
20%	MAINTENANCE <ul style="list-style-type: none"> Maintain a clean, orderly, and safe workspace. Actively participate in daily cleaning and maintenance program around entrance station and visitor center. Be familiar with the locations of all safety and first aid equipment. Report all housekeeping and safety concerns to appropriate staff members. 	
20%	INTERPRETATION	



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	<ul style="list-style-type: none"> Perform Visitor Center front desk work answering visitor questions via phone and in person relating to State Parks, La Purisima Mission State Historic Park, and surrounding areas. Assist with educational programs, nature walks and Jr. Ranger programs. 	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
10%	Other job-related duties as assigned and necessary for operational continuity. Attend staff and volunteer meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
<p>Must be able to lift up to 25 lbs. Walk distances on uneven surfaces. Ability to bend, stoop, lift, and sit/stand for long periods of time.</p>		
TELEWORK DESIGNATION:		
This position is designated as not telework eligible.		
SPECIAL REQUIREMENTS:		
Possession of valid Class "C" Driver's License.		
<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