



## Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Senior Park Aide (Seasonal)	549-915-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Topanga Sector	Will Rogers State Historic Park	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		Staff Park and Recreation Specialist
POSITION DESCRIPTION		
<p>Under the direction of the Staff Park and Recreation Specialist, the Senior Park Aide (SPA) will work in the Visitor services program performing routine public contact, informs the public of the rules and regulations of the park, operates entrance stations, collects fees, maintains accountability documents, performs interpretive activities, assists in maintenance and housekeeping of facilities and grounds, operates state equipment and performs resource management work. The SPA will primarily conduct visitor services contacts, providing guidance and information about the park, as well as education and interpretation of park rules. The employee will assist both the Staff Park and Recreation Specialist and Staff Services Analyst with ideas and solutions to issues related to protecting the historic park and surrounding community, as well as inform supervisor of any hazards or issues. The incumbent will assist with interpretive enforcement of park rules while supporting and monitoring special events. This position will enforce parking restrictions, interpret rules and regulations, and protect State Park property The reporting location for this position is Will Rogers State Historic Park.</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	
40%	<b>PUBLIC CONTACT</b> Answers questions, provides general park information and gives assistance to visitors to enhance enjoyment of the park while informing visitors on rules and regulations. Provides interpretive enforcement of rules by interacting with visitors at the kiosk and within the trail system. Enforces parking restrictions protects historic property, grounds and trails. Operates radio communications equipment to contact law enforcement to report incidents and provide aid to the public. When working in the Kiosk, the SPA will sell Park passes and provide informational pamphlets to visitors. Maintains cleanliness of kiosk by emptying trash, dusting, sweeping, and mopping. Prepares and processes accountable sales documents, compiles deposits for the bank, and securely stores cash in the safe.	
25%	<b>RESOURCE MANAGEMENT</b> Assist in the reduction of public safety issues by educating visitors on park rules and promptly notifying public safety officers when violations occur. The individual regularly walks the park to ensure visitors stay within designated trails, effectively keeping them away from protected and sensitive areas. The SPA promotes environmental stewardship by informing visitors of the "Leave No Trace" policy and ensuring that all litter is removed to prevent harm to natural resources. The position also includes educating the public about park regulations, specifically ensuring that dogs remain on leashes throughout the park.	
15%	<b>INTERPRETATION</b> Interprets park rules, regulations, orders and District policies by communicating with and educating park visitors. May participate in special interpretive programming, junior ranger programs, campfire program, PORTS programs, tours, as well as impromptu interpretation of the Preserve by providing support to the State Park Interpreter I. This support may include transporting materials necessary for an educational	



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	activity or demonstration. It may also involve taking visitors on a hike and sharing knowledge on the natural, cultural and historic aspects of the park.	
<b>15%</b>	<b>SPECIAL EVENTS</b> Monitors and supports Special Events and Filming as needed. Monitoring Special Events and Filming requires that the SPA remain present at the site to monitor the area while an event or filming is taking place. The employee will check that the event permittee is following the rules, guidelines and restrictions of their permit. If any violations are observed, the employee will address them with the permittee, employees or visitors. If the issue persists, the SPA will inform the supervisor and/or public safety officers. Before the event or filming ends, the incumbent will ensure the permittee leaves the park in good condition and vacates the premises in a timely manner, according to the stipulations on their permit.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attends staff meetings and trainings and prepares administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Works in various kiosks and multiple park units. May be required to work outside in various conditions including hot, dry or inclement weather. Standing for long periods of time, walking, hiking, and climbing stairs is required. May need to lift up to 25 lbs.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as not telework eligible.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid Class "C" Driver's License and a good driving record is required.		
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>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>