



## Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Senior Park Aide (Seasonal)	549-684-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sierra District	Senior Park Aide (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Lake Tahoe Sector South	Sugar Pine Point SP	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input checked="" type="checkbox"/> State Housing is required.		State Park Interpreter III
POSITION DESCRIPTION		
<p>Under direction of the District Interpreter III with guidance from the Lake Tahoe Sector State Park Interpreter I, this position is responsible for operation of the visitor center, fee collection and Sierra State Park Foundation sales, leads and trains Park Aide staff, performs routine public contact work, answering questions on rules and regulations and facilities for the public, housekeeping, and assists in maintaining interpretive collections and historic structures. The reporting location for this position is the Sector office at Ed Z'Berg Sugar Pine Point with work locations throughout the sector, including D.L. Bliss and Emerald Bay State Parks. This position may be required work on Saturday, Sundays, and holidays, and odd or irregular hours.</p> <p>State Housing is a requirement for this position.</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>VISITOR CENTER OPERATIONS:</b> Responsible for maintaining the daily operation of the visitor center and entrance kiosk, collect fees, includes opening and closing facilities, monitoring park grounds, assisting in the coordination of visitor service, and training Park Aide Staff, assists in fee collection, prepares accurate financial reports, and ensures compliance with established protocols for handling cash and other transactions, monitors park activities to ensure adherence to rules and regulations, reports emergencies to Rangers, and collaborates with other staff to address operational needs	
35%	<b>PUBLIC CONTACT:</b> Responsible for greeting visitors and providing customer service, welcoming visitors at park entrances, kiosks, and visitor centers, and effectively communicating park rules, regulations, safety information, answers questions and offers guidance about the park's natural, cultural, and recreational features, perform both vehicle and foot patrols in and around campgrounds and trails, assists in resolving visitor concerns, share interpretive recommendations where appropriate, reporting issues to supervisory staff	
15%	<b>HOUSEKEEPING / ADMINISTRATION:</b> Responsible for basic housekeeping tasks including organization and upkeep of the park entrance kiosk, sweeping the visitor center entry area, dusting and cleaning countertops, and tidying informational resource brochure holders, performs administrative duties including preparing and maintaining accurate records, reports, and logs related to attendance, fees, incidents, and daily activities, as well as performing arithmetic and creating both written and computer-generated documents and reports	
5%	<b>ASSISTING PROGRAMS:</b> Assists with interpretive efforts by sharing information about the park's natural, cultural, and historical resources through informal interactions and scheduled programs, may assist to support the delivery of	



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	interpretive presentations, assist with the development of educational materials, and help maintain interpretive displays	
<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 and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Work primarily outdoors in varying weather conditions, including heat, cold, rain, and snow. Navigate uneven terrain and moderate hiking trails during program delivery and site visits. Flexible work schedule, including weekends, evenings, and holidays, to accommodate program needs and visitor demand. Collaborative work environment, interacting with park staff, volunteers, and partner organizations. Exposure to wildlife, insects, and plant allergens common to the Sierra Nevada region. Lift at least 25 LBS. and use hand truck.		
<b>TELEWORK DESIGNATION:</b>		
This position is not eligible for telework.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a Class C Drivers License and must maintain a safe driving record. Purchase and wearing a State Park Uniform 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>