



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Park Operations	State Park Interpreter III	549-830-2828-004
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Interpretation and Education	State Park Interpreter III	S01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
OHMVR Interpretation Program	Sacramento	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		CEA, Interpretation & Education Chief
POSITION DESCRIPTION		
<p>Under the general direction of the Career Executive Assignment (CEA), Interpretation and Education Division Chief, The State Park Interpreter III plans, develops, implements, and manages interpretation, education and outreach programs related to OHMVR in California. The State Park Interpreter III directly manages and supervises the OHMVR Division's Statewide Interpretation, Education and Outreach Program.</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%	<p>PROGRAM DEVELOPMENT AND MANAGEMENT Plan, develop, implement, and manage interpretation, education and outreach programs related to Off-Highway Vehicle (OHV) recreation in California. Coordinate with interpretive staff at the State Vehicular Recreation Areas (SVRAs), State Parks with OHV riding opportunity, as well as federal and local agencies, non-profit organizations, business representatives, and OHV enthusiast organizations to develop and manage programs that are consistent with statutory mandates, mission and strategic plan. Monitor interpretation and education presentation for quality and opportunity for improvement. The State Park Interpreter III must work closely with other Division staff involved with these programs. Develop interpretive plans for new acquisitions statewide. Ensure that interpretation provided by Division Headquarters is properly documented in the Department's interpretation database. Prepare related reports. Provides a leadership role in Division interpretation and education programs being implemented at the SVRAs with a consistent message regarding safe OHV recreation, conservation and protection of culture and natural resources. Assists SVRAs with interpretation and education when interpreter positions are vacant or request assistance. Review results of extensive research programs in both the natural and cultural sciences and integrating that information into interpretation, education and outreach programs. Attend and lead staff meetings within the OHMVR Division, among Departmental offices, outside agencies, and private entities. Responsible for contract management for outreach at large events such as the International Sportsmen's Expo and State Fair. Coordinate reports from all SVRAs in Districts for OHMVR Commission Annual Report and prepare report and final presentation. Responsible for presenting the complete annual report at OHMVR Commission Meeting. Provide subject matter expertise and advisement in OHMVR Division Interpretive Programs. Ensure that all matters are incorporated into agency policy and management protocols as appropriate. Maintains proficiency, technical competency, and academic understanding of the full range of technical matters within the realm of responsibility. Provide the Division Executive Team with a short and long-range budgetary plan for statewide interpretive programs and facilities. Review and ensure Departmental and control agency purchasing policies and procedures are followed for interpretive program purchases. Reviews and approves purchase requests and monetary limitations. Negotiate, oversee, and monitor interagency agreements and contracts for public relations services, exhibit design and fabrication, website development, and</p>	



Duty Statement

	publication and brochure services. Ensures contracting consultants and vendors carry out terms and conditions of contracts and purchase orders as specified to the highest performance level possible.
30%	<p>EDUCATION AND OUTREACH</p> <p>Provide leadership in the Division's education and outreach programs, including publications, event displays, recruiting, and advertising especially towards children, women, and other underrepresented populations of the state. Collaborate with staff to develop and distribute education materials, provide guidance and support to agencies and organizations engaged in promoting safe OHV recreation while protecting natural and cultural resources. Provide outreach assistance to the State Vehicular Recreation Areas, other units of the State Park system, and other agencies that manage OHV recreation in California. Develop commercial OHV print and broadcast advertising standards to represent appropriate and responsible OHV recreation. Represents the OHMVR Division at public forums, providing information on interpretive, education and outreach programs, policies and improvement efforts within the Division. Responsible for the preparation of news bulletins and press releases.</p>
25%	<p>SUPERVISION</p> <p>Directly manages and supervises the OHMVR Division's statewide Interpretation, Education, and Outreach Program. Provides direction and supervision for people assigned to interpretation, education and outreach projects. Supervises two State Park Interpreter I's, seasonal employees, student aides, and volunteers and/or other positions that are assigned to the Division Headquarters' Interpretation Team. Review and approve travel expenses, timekeeping, training requests, and other such controlled documents. Ensures the documentation of volunteer hours at the Division Headquarters level. Prepares employee performance evaluations for all interpretation staff and takes corrective action as necessary to ensure employee competency. Utilizes team planning with interpretation staff and encourages process improvement; will serve on interview panels for a variety of district vacancies. Ensure subordinate staff, contracting consultants, and agencies that are under agreement, carry out terms and conditions of assignments as so specified to the highest performance level possible. Provides employee counseling; writes and reviews performance appraisals. Takes appropriate disciplinary actions. Upholds the Department's Equal Employment Opportunity Policy and the supervisor's role in the program and applies those objectives to achieve equal employment opportunities in hiring, training, evaluation, and promotion free of discrimination and harassment. Provides ongoing training and support for staff in areas of process improvement for interpretation, education and outreach programs.</p>
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	
Approximately, 60% office environment and 40% in a field environment. Work in a range of climatic environments from hot, dry deserts, coastal beaches, cool forests, and mountainous areas. Work environment may have moderate exposure to unusual elements, such as extreme temperatures, elevations, dirt, dust, fumes, unpleasant odors, and/or loud noises. Walking or hiking into remote areas or parks with a wide range of terrain. May Operate and navigate 4x4 vehicles, ATVs, ROVs, or motorcycles in remote park locations.	
TELEWORK DESIGNATION:	
This position is designated as telework eligible-remote centered.	
SPECIAL REQUIREMENTS:	
Possession of a valid class "C" Driver's License is required. Willingness to travel throughout the state and work irregular hours and weekends as needed.	
<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>	



Duty Statement

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