



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Park Operations	State Park Interpreter II (PI)	549-830-2827-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Interpretation and Education	PORTS Program Coordinator (PI)	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
PORTS/K-12 Access	San Diego, CA	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing is required.		State Park Interpreter III
POSITION DESCRIPTION		
<p>Under direction of the State Park Interpreter III, Parks Online Resources for Teachers and Students (PORTS) Supervisor of the Interpretation and Education Division. The State Park Interpreter II performs the more complex administration, coordination, and support tasks of PORTS operations and other funded K-12 & Interpretive Enrichment Programs in collaboration with Division staff, participating park districts, educational entities, and other partners in California and beyond. This position will focus on development and implementation of digital content, marketing and strategies for PORTS and other funded K-12 & Interpretive Enrichment Programs to continue scaling the program and leverage appropriate tools and channels to meet the growing, complex demands of our audience.</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>Interpretive Content Creation Act as lead to the Planning and implementation of PORTS operations and other funded K-12 & Interpretive Enrichment Programs, including the Department's Virtual Adventurer application through the development, design, creativity, and coordination of digital interpretive content. Collaborate with park operations divisions, including Cultural and Natural Resources to enhance educational and interpretive resources and advance on-site and virtual K-12 and public engagement, outreach and operational goals by creating effective interpretive media. Coordination and management of marketing, social media and creation of virtual and hybrid outreach event materials and programs. Integrate PORTS content with Department channels and effectively market and promote the use of digital resources with K-12 education and online through high-quality interpretive content.</p>	
20%	<p>PORTS Operational Support Support the content creation of educational and interpretive resources for park units. Assist district staff with workflows and content logistics. Collaborate with district staff to create and deliver content for PORTS operations and other funded K-12 & Interpretive Enrichment Programs. Act as a lead person for unit staff, provide training and development opportunities for park district PORTS operations and other funded K-12 & Interpretive Enrichment Programs. Collaborate with park district supervisors and field staff to provide oversight of including planning staffing levels and classifications, budget creation and tracking spending. Ensure that operations adhere to all department policies and other regulations and inform the PORTS Supervisor of any discrepancies. Evaluate applicable existing department policies, processes and procedures, and identify comprehensive improvements.</p>	
20%	<p>K-12 Education Community Support Assist Park districts in building and maintaining relationships within the education community to further the mission of the Department. Partner with K-12 education entities to promote use of PORTS and other funded K-12 & Interpretive Enrichment Program resources and create a community of educators and the public to scale the growth of park operations. Participate in outreach and special events for educators and partner organizations. Represent the Department by providing training and development for educators.</p>	



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	Work with teachers, administrators and professional organizations to ensure that students are prepared for PORTS and other funded K-12 & Interpretive Enrichment Programs and ensure that programs are evaluated, and that the materials, content and delivery are meeting the needs of the Department, schools and the public. Create and maintain relationships with integral K-12 community and non-profit partners to help promote the use of PORTS and other funded K-12 & Interpretive Enrichment Programs. Identify potential funding sources and create links between the K-12 education community, park values, and PORTS.	
15%	Logistics and Data Management Create and manage online database to track logistical information and statistics for PORTS operations. Administer and coordinate efforts for the successful scheduling of PORTS and other funded K-12 & Interpretive Enrichment Programs. Track and analyze annual statistics, develop and publish reports. Share findings by presenting information to park districts, headquarters staff, schools, general public and partners. Reports and presentations should be designed to gauge the programs progress in achieving our goals and will be comprehensive and easily understood by a general audience.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity.	
TYPICAL WORKING CONDITIONS		
Field Work up to 50%. High level of mobile and desktop computing, sitting or standing at a desk. Frequent travel within California. Exposure to outdoor and climactic elements. Collaboration with the public, contractors, partners, field staff and management		
TELEWORK DESIGNATION:		
This position is designated as telework eligible, remote centered		
SPECIAL REQUIREMENTS:		
Possession of valid Class C driver's license. Work on weekends and overnight as needed. Work independently when necessary and with a team.		
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
Brad Krey		
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