



Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central		State Park Interpreter II	549-732-2827-001
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Central Valley District		State Park Interpreter II	R01
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Interpretation & Education		Columbia State Historic Park	
STATE HOUSING (Check only if required)			IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required			State Park Interpreter III
POSITION DESCRIPTION			
<p>Under direction of the State Park Interpreter III, the State Park Interpreter II acts as the program lead for cultural interpretation at Columbia State Historic Park with a focus on living history. The position involves the more difficult work of planning, coordinating, and implementing major interpretive programs and projects within these parks. This position acts in a lead capacity and trains subordinate staff and volunteers in interpretive methods and techniques in accordance with California State Park policies. Regularly works alongside cultural, ranger, concession, and maintenance staff to meet park goals and objectives. The reporting location for this position is Columbia State Historic Park in Columbia, 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		
40%	PROGRAM DEVELOPMENT Plans, develops, and implements high quality interpretive programs that include daily programming as well as interpretive special events, living history programs, park tours, public outreach, and social media content. Assists in the evaluation and improvement process in each of the programs. Develops, plans, coordinates, and implements educational and volunteer programs in compliance with department policies and laws, rules and regulations of the state. Works closely with park staff to develop high quality exhibits that comply and incorporate accessibility standards, best interpretation practices, and California State Park policies. Coordinates and schedules project related meetings, identifies unified interpretive standards, develops project scopes, and budgets, and manages contracts.		
25%	PLANNING AND ADMINISTRATION Works with the State Park Interpreter III and interpretation field staff to develop and implement Interpretation Annual, Action and Management Plans. Identifies, evaluates, and compiles status reports of current interpretive services. Assists the interpretive manager in identifying Park Infrastructure Database (PID) projects and developing budgets. Assists with recruitment and hiring staff. Coordinates, compiles, and updates program stats databases. Represents the Department at meetings and functions with community, park partner and professional organizations involving interpretive projects. Participates in state-wide Interpretation and Education programs, training, and special events.		
20%	STAFF COORDINATION, TRAINING, AND EVALUATION Acts in a lead capacity, trains staff on interpretive theory and use of various interpretive methods and techniques. Provides ongoing coaching, modeling, and mentoring in these areas. Demonstrates interpretive best practices to staff by leading sample programs and reviewing program outlines and evaluation. Evaluates interpretive efforts by attending programs, providing verbal and written feedback, and works with staff to improve programs. Compiles requests and evaluates needs for interpretive supplies, submits budget request to the State Park Interpreter III.		



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10%	<p>INTERPRETIVE MEDIA</p> <p>Serves as content manager for park social media channels, park aps, park website, and the traditional statewide park brochure programs. Develops uniform interpretive standards for social media presentations. Coordinates purchasing of new technology. Oversees accessibility compliance measures of web content.</p>	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings.	
TELEWORK DESIGNATION:		
This position is designated as not telework eligible.		
TYPICAL WORKING CONDITIONS		
Work will be performed in both an indoor office environment at a computer workstation and outside in various weather conditions.		
SPECIAL REQUIREMENTS:		
Possession of a valid Class C Driver's License is required. Willingness to work irregular hours including some nights and weekends.		
<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