



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Guide I, Historical Monument (PI)	549-742-2794-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Luis Obispo Coast	Guide I, Historical Monument	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Museum	Guide Office - Hilltop	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		Guide II Supervisor
POSITION DESCRIPTION		
Under the direction of the Guide II Supervisor, this position is responsible for the interpretation and presentation of tours to the public, and the protection of the Monument and its collections. The reporting location for this position is the Guide Office on the hilltop at Hearst Castle, San Simeon, CA. Work schedule varies but may require weekends, holidays, and evenings. 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.		
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	
45%	Responsible for presenting guided tours as directed of all designated types and routes during daytime and evening hours ranging from 60 to 240 minutes in duration at the Monument. Provides roving and stationary interpretation to the public on Monument grounds and other areas as needed. Responsible for interpreting the historic, artistic, cultural, architectural, and natural history of the Monument for visitors of all ages. Presents tours for special events and special interest groups on specialized topics related to the Monument (e.g., art collection, gardens, etc.).	
30%	Diplomatically conveys rules and regulations to the public for the Monument and assists to protect and maintain the facility from theft, damage, and vandalism by establishing a positive presence among visitors.	
10%	Assigned study and research time for individual tour development or training manual composition during periods of low visitation. May be assigned to perform other tasks related to informational and guide work within the district including but not limited to educational outreach and working with partnering organizations on both in person and virtual programs such as video livestreams and curriculum focused school tours. May be assigned to assist Guide II Supervisor with training new tour guides through the presentation of various monument-related interpretive topics, facilitating practice sessions, providing constructive feedback, keeping records of performance, and monitoring tours.	
10%	Performs routine housekeeping tasks as necessary, such as sweeping, mopping, emptying trash, etc., for up to one-half hour per day to properly maintain the Guide Facility.	
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		
Employees conducting the duties of this position may work shifts ranging in length from 4 to 10.5 hours, depending on scheduling and operational needs. Employee must be able to perform the duties of this position in any kind of weather conditions with considerable amount of walking and stair climbing. All duties will be performed in compliance with State and District health and safety plans and policies.		
TELEWORK DESIGNATION:		



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This position is designated as not telework eligible.		
SPECIAL REQUIREMENTS:		
Required to provide and wear a standard uniform.		
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
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