



## Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)		
Central Field Division	Senior Park Aide (Seasonal)	549-677-1035-901		
DISTRICT/HQ SECTION	WORKING TITLE	CBID		
Capital District	Senior Park Aide	E		
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT		
Museums	111 "I" Street			
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR		
<input type="checkbox"/> State Housing may be required.		Museum Curator III		
POSITION DESCRIPTION				
Under the direction of the Museum Curator III, the Senior Park Aide (Seasonal) works closely with Library & Archives staff. This position assists with preparing reports and answering questions from the public. Key components of this position are computer-based. This position reports to the Statewide Museum Collections Center and the California State Railroad Museum. The work week for this position is Monday through Friday, occasional weekend or evening assignments may be scheduled. Not to exceed 1500 hours in a calendar year.				
<b>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.</b>				
ESSENTIAL FUNCTIONS:				
%	TASK/DUTIES			
40%	<b><u>REPORTS</u></b> Under the direction, will gather information and report findings with written, visual, and/or oral descriptions. Working independently, inspect completed work for quality control and conformance to established standards. Prepare routine reports. Record and provide supervisory staff with relevant project updates, documentation, and other information.			
35%	<b><u>ACCESS AND CARE</u></b> Provide exceptional customer service and answer questions from the public. Under supervision, prepare correspondence with Parks staff, volunteers, community partners, researchers, and vendors/contractors. Accurately account for fee collection. Assist with collection material retrieval and transportation. Coordinate occasional housekeeping. Assist with the care of collection materials, including the use of tools, supplies, and equipment.			
10%	<b><u>ADMINISTRATION</u></b> Use good verbal and written communication skills to execute job assignments. Train lower-level seasonal employees. Assist with tours and presentations. Report issues and account for supplies and equipment used in the processing and care of collections materials. Check facilities and report problems. Explain policies and regulations to the visiting public.			
10%	<b><u>TRAINING &amp; PUBLIC PROGRAMS</u></b> Attend job-related required training, staff and safety meetings.			
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				
Lift up to 35 lbs. Ability to bend, stoop, lift, sit, and stand for long periods of time. Walk distances on uneven surfaces often outside.				
TELEWORK DESIGNATION:				
This position is designated as <b>not telework eligible</b> .				



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### SPECIAL REQUIREMENTS:

When driving is a requirement of the position: Possession of a valid driver's license of the appropriate class and a safe driving record.

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