



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER		
Coastal Fields	Park Aide (Seasonal)	549-741-0986-901		
DISTRICT/HQ SECTION	WORKING TITLE	CBID		
San Luis Obispo Coast	Park Aide	E		
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT		
Public Safety	SLO Coast District, Coastal Sector			
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR		
<input type="checkbox"/> State Housing may be required.		Supervising State Park Peace Officer		
POSITION DESCRIPTION				
Under the supervision of the Supervising State Park Peace Officer (Ranger) and may receive direction from the Coastal Sector Rangers, this position is responsible for the operational needs of the kiosks and assisting with the visitor services duties in the Coastal Sector's South visitor services program. This position will perform routine public contact and is responsible for campground registration, campground checks, and housekeeping including cleanup work in State Park facility, and other related work. The reporting location is the Morro Bay State Park Campground, Morro Bay CA. Other work locations include Montaña de Oro State Park and Morro Strand State Beach.				
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%	KIOSK OPERATION / VISITOR CENTER Operates the visitor center kiosk, sells park tickets and passes, and registers campers, collects fees while accurately accounts for those fees, operates computers, printers, calculators and other office equipment, provides information and directions to the visiting public, explains park rules and regulations, reports violations or potential problems to the appropriate authority, and assists visitors through effective communications skills.			
35%	BASIC ACCOUNTING/MATH Accounts for funds at one or more campgrounds in the sector, including accurate accounting of change funds and daily receipts, give correct change to customers, prepare accurate records of daily transaction activities, maintain various accountable documents, operate an electronic cash register.			
10%	ADMINISTRATIVE DUTIES Operation and basic maintenance of one or more reservation system PCs (i.e., R2S2, Reserve California), which includes daily downloads and printouts of campsite availability. Refund entry fees and telephone communications with reservation contractor to resolve reservation difficulties. Monitor and keep supplies of forms and office supplies on hand. Make copies of forms as needed.			
5%	GENERAL HOUSEKEEPING: Maintain a clean work environment with regular sweeping, vacuuming, dusting, wiping down counter tops, post updated bulletins, raise and lower flags as appropriate			
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				
Much of the working shift is spent inside a kiosk. Sitting, standing, and possibly walking the line of cars outside the kiosk.				
TELEWORK DESIGNATION:				
This position is designated as not telework eligible.				



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SPECIAL REQUIREMENTS:

Possession of a valid Ca driver's license is required and maintains 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