



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

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|---|---|---|
| DIVISION | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
| Northern | Park Aide (Seasonal) | 549-637-0986-901 |
| DISTRICT/HQ SECTION | WORKING TITLE | CBID |
| North Coast Redwoods District | Park Aide | E |
| SECTOR/HQ UNIT | REPORTING LOCATION | INCUMBENT |
| Redwood Coast Sector | Sue-meg State Park | |
| STATE HOUSING (Check if applicable) | | IMMEDIATE SUPERVISOR |
| <input type="checkbox"/> State Housing may be required. | | State Park Peace Officer Supervisor |
| POSITION DESCRIPTION | | |
| Under the supervision of the State Park Peace Officer Supervisor (Ranger), the Park Aide will work daily in campground operations and assist with the administration of campgrounds and day use areas. The reporting location for this position is Sue-meg State Park (SMSP) kiosk. Work locations include Gold Bluffs Beach and Elk Prairie kiosks within Prairie Creek Redwoods State Park (PCRSP). | | |
| 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 | |
| 30% | Campground Operations/Fee Collection: Responsible for registration of campers and day users, answering visitor's questions, using the Reserve California computerized reservation system, issuing refunds and receiving cancellations, being aware of campsite occupants and site status, reporting emergencies and rule violations to peace officers and/or other first responders, collecting self-registration envelopes at campgrounds and day use areas, counting and processing park revenues, firewood sales, and performing campground checks. | |
| 30% | Administration: Responsible for filing and storing documents according to department policy, assisting the Senior Park Aide with compiling and turning in monthly attendance reports, tracking and accounting for lost and found items, and assisting the Senior Park Aide with training of new park aides. | |
| 25% | Interpretation: Responsible for explaining park rules and regulations to park visitors, briefly interpret park resources and features to visitors, as well as answer questions regarding local resources; grocery stores, restaurants, gas stations, shops, laundry facilities, RV dump stations, nearby dog friendly places, harbors/fishing locales, and any other points of interest. | |
| 10% | House Keeping: Responsible for cleaning and organizing park entrance stations, including keeping area around entrance stations swept and free of litter. | |
| 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 | | |
| Work inside and outside; walking, bending, and lifting. Transport equipment weighing up to 25 pounds. Frequent walking on even and uneven surfaces | | |
| TELEWORK DESIGNATION: | | |
| This position is designated as not telework eligible. | | |

SPECIAL REQUIREMENTS:

Possession of a valid class "C" Driver's License is required.

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 |
|--------------------------------------|---------------------------|-------------|
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