

The Maryland-National Capital Park and Planning Commission

TITLE: History Specialist I
SERIES: Park Activities

GRADE: 20
CODE: 1843

DATE: 4/24/2024
EEO: Professional

FLSA: Exempt

Class Definition:

Under general supervision, performs varied or specialized work in the field of history involving the presentation of historical interpretive, recreational and educational programs to the public, or assisting with the operation of a historic facility or museum, historical research and related development of park landscapes, historic and cultural buildings and sites, garden features, and archeological resources. Assists in planning, designing, implementing, and administering historical presentations tailored to the needs and interests of county residents. Conducts research on subjects of moderate complexity, usually of one topic which may involve consideration and inclusion of several related sub-topics, such as a detailed study of a historic house or a detailed study of the events and personalities associated with a particular historic site; develops program plans and designs for approval and takes all necessary steps to complete programs. Participates in the design and development of larger or more extensive programs led by senior staff and managers. May serve as assistant manager of a moderately complex historic facility, site or museum. Prepares and recommends budget and resource estimates for programs and projects, initiates requests for materials and supplies, and monitors expenditures. Solicits and coordinates the use of volunteers and provides recommendations on staffing for programs or projects. Continuously evaluates the effectiveness and visitor appeal of interpretive programs and literature and devises means for program improvement. Work consists of duties involving some problems of organization and analysis or some difficulties in the critical evaluation of the evidence and in the establishment of historical fact. Challenges may arise from gaps in evidence, from conflicting evidence, or from questions of reliability of evidence. Relationships among historical facts are not always clear, thus requiring the specialist to possess a good grasp of the subject matter involved and to employ logic and critical judgment in the syntheses of historical facts. Collaborates with museums, history or other staff specialists in the design and development or modification of permanent exhibits. Applies professional knowledge of established methods and techniques of historical research in the collection, evaluation, analysis or presentation of historical facts to perform standard, recurring assignments and independently research, plan, conduct, and evaluate interpretive and educational historical programs for visitors to public historic facilities, museums, archeological sites, public gardens, and other historic assets. Independently performs various types of research and analyses and solves conventional and non-standard problems, which include interactions of technical and non-technical variables. Interacts with people inside and outside the organization, including the public, to exchange information, coordinate, instruct and guide. Performs other duties, as assigned.

Assignments are made in terms of ongoing functional responsibilities and requirements of specific assignments. Incumbent uses initiative to plan and carry out the work in conformance with established policies and procedures and accepted practices of the field of work; performs standard, recurring assignments by selecting and applying the appropriate guidelines; and refers problems and unfamiliar situations to the supervisor. Completed work is reviewed through inspection or through acceptance in subsequent work processes and discussions with the supervisor for compliance with instructions and adherence to guidelines and established policies and procedures.

The Maryland-National Capital Park and Planning Commission

TITLE: History Specialist I
SERIES: Park Activities

GRADE: 20
CODE: 1843

DATE: 4/24/2024
EEO: Professional

FLSA: Exempt

Examples of Important Duties (Estimated Percentages):

1. Core Functions (±80%) – assigned functions vary by position and area of assignment.
 - Prepares and presents historical interpretive programs using aids, handouts, demonstrations, presentations, and other methods appropriate to the subject. Performs research to obtain and evaluate historical evidence including written, physical or oral evidence. Searches files and records, archival and library collections, and other sources to obtain information and establish historical fact. Selects the appropriate presentation form(s) and presents the historical synthesis clearly and concisely. Responds to questions concerning historic topics related to the site/program.
 - Creates, conducts, manages and evaluates educational tours and programs utilizing curriculum standards and museum education principles and methods. Develops correlating curriculum-based educational materials for students and teachers. Conducts educational tours/programs to ensure consistency in service delivery and training. Develops and implements training, evaluation and professional development for staff and volunteers.
 - Assists in the operational management of a moderately complex historic facility, museum or public garden; which involves the development and implementation of operational goals and procedures (e.g., hours, building security, safety) and monitoring of building utility systems to ensure proper operation. Prepares requests for maintenance or repairs for buildings and grounds. Opens/closes buildings, greets guests, accepts charges for admissions and gift shop sales, answers questions and calls, and restocks brochures and merchandise. Troubleshoots minor facility and technology issues including minor repairs and the museum's audio-visual system. Assists Site Manager with cash management and daily deposits as needed and ensures Commission cash management policies are followed. Assists with business rentals, photography session rentals and periodic review and updating of tours/programs, policies, and marketing materials. Resolves routine complaints, determines need for police, fire, or rescue squad in emergencies, and reports and assists in investigation of accidents, fires and crimes.
 - Designs, develops and maintains onsite and virtual interpretive exhibits and displays. Evaluates and develops improved tour outlines and training documents/programs for guided trail hikes and tours and special focus offerings. Ensures consistency in service delivery and training based on knowledge of all interpretive tours/programs, relevant historical information, and identified interpretive themes. Develops and implements ongoing training, evaluation and professional development for staff and volunteers. Preserves cultural and historical objects and artifacts. Maintains museum and archaeological collections to be available for research, interpretation and displays. Produces displays and exhibits for schools, public exhibitions, museums and other Commission facilities. Exercises judgment in choice of interpretive and historical documents to display based on the form and substance of historical presentations.

The Maryland-National Capital Park and Planning Commission

TITLE: History Specialist I
SERIES: Park Activities

GRADE: 20
CODE: 1843

DATE: 4/24/2024
EEO: Professional

FLSA: Exempt

- Publicizes and markets programs. Works with public affairs and supervisor to design advertising brochures, flyers, and rack cards to promote attendance at special events. Prepares, edits and proofs articles, newsletters, news releases, flyers, and advertisements to publicize history programs or facilities. Sends promotional materials to the media and compiles mailing lists of individuals and groups interested in county history.
- Promotes positive public relations for historic sites and museum programs. Encourages public appreciation for county's heritage. Serves as liaison at various festivals and other programs throughout the state of Maryland and across the region to educate the public on the existence and work of assigned facility/museum. Builds and maintains connections with local history organizations (e.g., such as the Prince George's County History Consortium, Anacostia Trails Historic Area) as well as with national history, living history and horticultural organizations such as the National Council of Public History, American Alliance of Museums, and the Association for the Study of African American Life and History. Attends and conducts presentations at local and national conferences on current and future historical projects and programs.
- Assists with research, planning, development and maintenance of historic outbuildings and cultural resources at historic sites and parks including historic structures, landscapes, garden features, and archaeological resources. Assists in archeological investigations and archeological educational opportunities. Assists in the maintenance of archeological collections and site inventories.

2. Other Duties (±20%)

- Organizes and maintains a multimedia library of archival and historical records and materials, as well as program and interpretive materials. Assists public in utilizing research materials.
- Responds to visitor, telephone, and staff inquiries concerning historic and related subjects. Greets visitors and provides interpretive program information and tours; processes program reservations and collects fees, when appropriate. Promotes positive public relations for historic sites and museum programs. Encourages public appreciation for county's heritage.
- May be assigned responsibility for leading volunteers, interns, and other staff within a program or a facility. Participates in the recruitment and selection of seasonal and volunteer staff. Instructs staff in procedures and technical aspects of work, conducts assessments of their work and provides additional training as necessary.
- Monitors and tracks expenditures for designated programs and projects. Initiates requests for materials and supplies required for programs and projects. Maintains records of program or project revenues and expenditures.

The Maryland-National Capital Park and Planning Commission

TITLE: History Specialist I

GRADE: 20

DATE: 4/24/2024

SERIES: Park Activities

CODE: 1843

EEO: Professional

FLSA: Exempt

Important Worker Characteristics:

- A. Knowledge of (1) established methods and techniques of historical research; (2) American history; (3) museum studies; (4) archaeology; (5) education or a related field; (6) horticultural science; (7) processes and techniques to obtain, evaluate, and present historical evidence; (8) collection management; and (9) Commission organization, policies and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill and ability to (1) gather, organize, and interpret research data; (2) plan, develop, and present effective interpretive programs to the public; (3) develop program promotional advertising materials; (4) design and prepare historical brochures, reports, and related materials; (5) perform archeological investigations; (6) implement collections management procedures; (7) collect, evaluate, analyze or present historical facts; (8) develop hypotheses necessary to explain facts, visualize and understand relationships, and to explain significance; (9) organize narrative and select the language which will present the historical synthesis clearly and concisely, and will maintain proper balance and perspective without distortion of the evidence; and (10) obtain certifications in and perform, first aid and cardiopulmonary resuscitation (CPR).
- B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem.
- C. Skill in communication to understand verbal and written information (including facts, descriptions, and ideas) and to express such information so that others will understand. Examples include communicating clearly and concisely to a varied audience with wide ranging needs and requirements.
- D. Interpersonal skills to interact with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- D. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software; as well as operating audio-visual equipment, cameras and hand tools.

The Maryland-National Capital Park and Planning Commission

TITLE: History Specialist I GRADE: 20 DATE: 4/24/2024
SERIES: Park Activities CODE: 1843 EEO: Professional FLSA: Exempt

Minimum Qualifications (MQs):

1. Bachelor's Degree in History, Public History, American Studies, Museum Studies, Archaeology, Paleontology, Anthropology, Education, Historic Preservation, Interpretive Research, Library Sciences or any related field.
2. One (1) year of related experience.
3. An equivalent combination of education and experience may be substituted, which together total five (5) years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's licenses must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required of the position.

Working Conditions:

Work is performed in an office setting or in community/county historic facilities that are adequately heated, lighted and ventilated, or outdoors during weather not requiring special precautions; some driving to and from facilities and activities may be required. Work area involves everyday risks or discomforts requiring normal safety precautions and may involve responding to emergency situations. Work requires some physical exertion such as periods of standing, or recurring crouching, bending, standing, stooping, stretching, or walking. Occasionally required to work on nights, weekends and extended hours.