

The Maryland-National Capital Park and Planning Commission

TITLE: History Specialist II/Museum Manager

GRADE: 24

DATE: 4/24/2024

SERIES: Park Activities

CODE: 1844

EEO: Professional

FLSA: Exempt

Class Definition:

This class includes two focuses: History Specialist II or Museum Manager as defined below.

Under direction, performs professional work in the field of history involving the development and presentation of history-related interpretive, recreational and educational programs for the public at historic/cultural facilities or sites, management and daily operations of historical/cultural facilities and sites; or performs varied historical archeology, paleontology, conservation, and preservation projects and activities at historical sites and facilities. May assist in the management and operations for a historic/cultural facility that is characterized by comprehensive and complex interpretative approaches that include collections/artifacts, interpretative signage, primary research, tours and historic landscapes and have a formally recognized partnership with non-profit charitable organizations or descendant or tribal advisory councils. Recruits and plans work for volunteers and staff; prepares work schedules and activity plans. Prepares and recommends program budget and resource requirements, monitors expenditures; and performs standard human resource functions. Work involves responsibility for completion of entire assignments, projects, or functions as an individual contributor and results directly in a service affecting different parts of the Department, the physical well-being of individuals, the Commission's compliance with requirements, and the effectiveness of the Commission's historical programs and facilities. Plans, implements and carries out the historical projects, activities and services in various work settings; the content, volume, and variety of program offerings and the needs and interests of the participating community range from typical, conventional, and well-established for the specialty area involved, to those less typical and conventional. Conducts ongoing evaluation of the status of activities, participant interests and needs, and resource usage and needs to meet program objectives. Assignments usually involve one or more major topics or themes of history and require consideration and treatment of several related topics in order to place the study in the proper context. Such assignments may be undertaken either as a part of the continuing historical program of the Commission or facility, as special studies for use by agency officials in current program planning, or as a part of a broader project under the direction of a historian of higher grade; typically involve some problems of organization and analysis or some difficulties in the critical evaluation of the evidence and in the establishment of historical fact. There may be gaps or conflicts in the evidence or opposing theories regarding the archeological, paleontological, historical, or scientific facts involved, thus complicating the judgments which must be determined in the development and interpretation of the site, period or artifact. Information on which to act is obtained through investigation, research or other means to ensure high accuracy and must be developed, classified, and analyzed to determine significance. Employee must possess a good knowledge of available research sources; a good grasp of the primary subject matter involved and of related subject-matter fields (in order to achieve complete coverage of significant sources); sound critical judgment in the evaluation of sources and the establishment of historical fact, and in the development of hypotheses to account for relationships; and substantial skill in organizing, writing and presenting a narrative/interpretation that sets forth a balanced and realistic picture of the subject under consideration. Duties may require consultation and close collaboration with museum, exhibit, or other staff specialists in the development or modification of major permanent interpretive devices such as dioramas and museum exhibits. May represent the Commission on various historic committees

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and associations. Applies considerable 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 researches, plans, conducts, and evaluates interpretive and historical education programs for visitors to public historic facilities, museums, archeological sites, and other historic/cultural assets. Independently performs various types of research and analyses to solve regularly occurring problems, including a range of non-standard problems. Interacts with people inside and outside the organization, including the public, to exchange information, coordinate, instruct, guide and advise. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, and known or suspected problems. Independently plans and carries out the work in conformance with these parameters, other regulatory and legal guidelines, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable policies or guidelines. Incumbent keeps the supervisor informed and seeks assistance only for highly complex or sensitive matters. Work is evaluated in terms effectiveness and results, meeting program and Commission requirements, adherence to regulatory requirements and applicable policies and procedures, customer service, technical adequacy, and appropriateness to requirements.

History Specialist II's develop and present interpretive, recreational and educational programs in one or more areas of history to the public, which could include American studies, museum studies, archaeology, paleontology, inclusive interpretation, horticultural science, and Black history. Provide support and leadership to other staff and external organizations in developing and presenting programs, and in planning and coordinating events and activities with Commission staff, governmental agencies, and community organizations.

Museum Managers manage the daily operations of a historic/cultural facility or site. Perform facility management duties such as developing and marketing programs, monitoring budget, supervising staff, and building maintenance. At a tactical level, assist with the daily operations and development of a historical site's interpretation, exhibitions, and collections stewardship for a historic facility that is characterized by comprehensive and complex interpretive approaches and has a formally recognized partnership with a non-profit organization or descendant or tribal advisory council. Represents the Commission on various historic committees and associations.

Examples of Important Duties:

1. Core Functions ($\pm 75\%$) – assigned functions vary by position and area of assignment
 - Manages one or more historical/cultural facilities or sites or assists in the operational management of a historical/culturally facility that is characterized by comprehensive and complex interpretive approaches that include collections/artifacts, primary research, and historic landscapes and has a formally recognized partnership with a non-profit organization or descendant or tribal advisory council. Provides input into operational goals, objectives and procedures. Ensures safety and security of building and patrons.

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Monitors building utility systems to ensure proper operation. Supervises staff in programmatic development, event planning, exhibit ideation, community outreach, or facility maintenance and repair of historic buildings. Troubleshoots minor facility and technology issues including minor repairs and the museum's audio-visual system.

Resolves routine complaints, determines need for police, fire, or rescue squad in emergencies, and reports and assists in investigation of accidents, fires and crimes. Plans or assists supervisor in planning improvements, restoration, and development projects including building repairs, restoration/rehabilitations and exhibits, and plans and schedules maintenance of historic structures, museums and programs.

- Develops specialized, highly researched historic or interpretive programs, events, or activities relating to the mission of a museum, historic site, or program to the public. Reviews and prepares history related interpretive materials. Researches subjects and collects data, objects, artifacts and other items for use in programs. Obtains information from professional conferences, specialists, professional organizations, and other sources for use in the development of interpretive programs and exhibits. Develops promotional and marketing materials for exhibits.
- As a History Specialist II, provides ongoing guidance to museum managers and history professionals on a Departmental priority program that is multi-faceted and complex such as Black history, archaeology, paleontology or inclusive interpretation. Educates museum managers on specialized and nuanced topics and reviews materials in exhibits, programs, events and overall site interpretation. Conducts straightforward research to broaden, diversify and strengthen Division's or Unit's narrative. Works across Department to incorporate relevant subject matter into programs and public offerings.
- Plans, schedules and assigns work for employees, volunteers and contractors; recruits, conducts interviews and performs background checks. Evaluates work and counsels staff on ways to improve performance; recommends disciplinary actions, documents and maintains records of communication. Identifies, develops, implements and evaluates customized and appropriate training for staff related to historical interpretation and presentation.
- Conducts secondary research on existing information that is included in materials and interpretation. Collects and reviews historical literature, maps, photos and other documents. Drives Commission vehicles to conduct interviews with scholars, witnesses, and other knowledgeable persons. Identifies and investigates historical sites. Photographs and creates sketches. Collects, processes and synthesizes data for interpretation. Analyzes data and writes technical reports of findings and conclusions. Ensures protection of data and artifacts in secure archives. Publishes findings in professional publications. Serves as technical advisor in various historical areas. Provides technical leadership, program direction, and expertise to the community and other Commission, county, and government organizations.

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- Performs archaeological or paleontological responsibilities, including field work/artifact identification, lab and artifact collection, research, analysis, and report writing. Provides historical research as background on project sites. Implements standardized collection processing, curation and maintenance, including washing, labeling, documenting, preserving, and storage of artifacts. Coordinates archaeology or paleontological activities on interpretation, design, planning and construction projects. Participates in surface and sub-surface archaeological investigations. Assists in management of archaeological/paleontological collections. Participates with other interpretive projects and the creation of interpretive materials through presentations, social media and exhibits.
- Plans and carries out a series of historical research projects for a park which centers around a single major historical theme and time period (e.g., a major Civil War battle), but which requires a variety of definitive special studies to establish boundaries, determine location of events, and provide historical data for use in the reconstruction or restoration of the area. Resolves gaps or conflicts in the evidence, or opposing theories regarding the archeological, historical, or scientific facts involved and synthesizes unrelated evidence from more than one subject-matter field into an integrated, objective and complete picture of the historical theme.
- Conducts technical research studies to assist the Department and Commission in meeting their respective responsibilities for environmental and historic preservation for state funding. Conducts archeological field investigations and laboratory analysis, prepares interpretative materials, and uses specialized techniques such as analysis of animal or plant remains. Documents archeological findings and integrates results into Commission or departmental environmental assessments, impact statements, operational programs, historic preservation compliance reports, and varied types of planning documents.

2. Other Duties (±25%)

- Responds to visitor, telephone, and staff inquiries concerning history related fields. Promotes positive public relations for programs and encourages public appreciation for the historical and cultural resources.
- Organizes and maintains a multimedia library of archival and historic records and materials as well as program and interpretive materials. Collects, catalogs, and maintains historical and cultural and archeological artifacts.
- Monitors assigned parkland for vandalism and encroachments such as unauthorized dumping, relic hunting, and illegal hunting and trapping. Enforces Commission policies and rules as necessary and reports violations to appropriate authorities.
- Manages and coordinates assigned budget for assigned programs and events; assists in monitoring cost recovery goals and managing expenditures in accordance with approved budget. Prepares budget reports and purchase requests.

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Important Worker Characteristics:

- A. Considerable knowledge of, and skill in (1) established methods and techniques of historical research; (2) American history; (3) museum studies; (4) archaeology; (5) paleontology; (6) education or related field; (7) horticultural science; (8) principles and practices of interpreting history and culture to the public; (9) processes and techniques for obtaining, evaluating, and presenting historical evidence; and (10) Commission organization, policies, and procedures*.

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

- B. Skill and ability to (1) provide technical expertise and program leadership to community groups and government entities; (2) plan, develop, lead and present interpretive programs to the public; (3) develop program promotional advertising materials; (4) perform archeological investigations; (5) interpret technical historic and cultural history materials; (6) collect, evaluate, analyze or present historical facts: develop hypotheses necessary to explain facts, visualize and understand relationships, and to explain significance; (7) 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 (8) obtain certifications in and perform, first aid and cardiopulmonary resuscitation (CPR).
- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include solving complex problems involving many variables.
- D. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, in some situations, agree, comply or take other desired action(s). This includes skill in actively listening to ascertain key information, including concerns, wants and needs of others, and in coordinating to obtain desired results including agreement or compliance. Examples include communicating clearly and concisely to a varied audience with wide ranging needs and requirements.
- E. 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.
- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software; as well as audio-visual equipment, cameras, field sampling equipment; and hand tools.

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Minimum Qualifications (MQs):

1. Bachelor's Degree in History, Public History, American Studies, Museum Studies, Archaeology, Paleontology, Anthropology, Historic Preservation, Interpretive Research, Library Sciences or any related field.
2. Two (2) years of professional or related experience in history work.
3. An equivalent combination of education and experience may be substituted, which together total six (6) 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.