

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Museum Manager

GRADE: 28

DATE: 4/24/2024

SERIES: Park Activities

CODE: 1845

EEO: Professional

FLSA: Exempt

Class Definition:

Under direction, performs advanced program and facility management in the operation of at least one historical/cultural site characterized by comprehensive and complex interpretative approaches that include collections/artifacts, interpretative signage, primary research, tours and historic landscapes. Manages formally recognized partnerships with non-profit organizations or descendant or tribal advisory councils that are comprised of subject matter experts and specifically formed to advise on the site's interpretative plan as well as empowered to advocate on the facility's behalf. May be listed on the National Registry for Historic Places and have special preservation designations and affiliations at the federal, state or county levels. Requires full understanding of historic site regulatory restrictions, preservation protocols and processes; ensures site plans meet Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, as well as the standards for the Treatment of Historic Properties and the Guidelines for the Treatment of Cultural Landscapes. Work involves difficult and culturally sensitive matters relating to program planning, site interpretation, program management, compliance and utilization of resources, and the complexities of attracting and managing diverse people and organizations, including program participants, Commission personnel, volunteer and contract workers, instructors, program leads, division staff, and county, state, and private organizations. May supervise program staff or volunteers and contract employees with responsibility for assigning, reviewing and evaluating work and providing recommendations for human resource issues. Develops periodic plans and annual budget requirements and ensures that emphasis is on those activities most appropriate to the interests of the population served. 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. Work involves responsibility for completion of entire assignments and projects, functions as an individual contributor or as a supervisor and results directly in a service affecting the quality and sustainability of the historical/cultural mission of the Commission, and the Commission's compliance with program and regulatory requirements. Assignments require professional evaluation of research or compliance needs and establishing priorities for overall success and requires a thorough knowledge of the objectives and needs of the historical interpretive programs or cultural resources and their relationships to park activities, as well as an intensive knowledge of the subject-matter field, in evaluating the results of research, compliance and integrating research findings into interpretive and educational programs and activities. Employee either personally conducts the studies or critically evaluates and synthesizes the results of research or investigation conducted by subordinate specialists or others of apparently unrelated evidence from more than one subject-matter field into an integrated, objective and complete picture of the relative values and importance of the site. Personal contacts are important to the public and oversight of the organization's acceptance and effectiveness of the interpretive and educational historical/cultural programs. Establishes and maintains continuing relationships with fellow historians and others inside and outside the Commission including individuals in such related professional fields as architecture, archeology, political science and economics, which is complicated by the wide variety and complexity of subject matters to be communicated and varied audiences to be reached. Applies comprehensive professional knowledge of, and skill in, established methods and techniques of historical research and interpretive design and presentation in the collection, evaluation, analysis and presentation of historical facts sufficient

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to implement and manage complex, varied or highly specialized department historical/cultural programs. Independently performs various types of research and analyses to solve difficult, complex, and challenging problems and ensure adequacy, accuracy, and effectiveness in assigned functions. Interacts with people inside and outside the organization, including the public, to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of ongoing functional responsibilities, objectives and priorities of the program(s), and anticipated problems and environmental elements to consider. Incumbent independently plans and carries out the work in conformance with established policies and procedures, program and Commission requirements, and accepted customer service practices, and selects and applies methods, approaches, or techniques needed to complete the work. Independently resolves most unusual problems or deviations by interpreting or varying established policies and procedures to deal with situations not covered; and brings challenging and highly sensitive problems to the supervisor for guidance or resolution. Work is evaluated in terms of effectiveness and results, meeting program and Commission requirements, and adherence to applicable policies and procedures, customer service, and technical adequacy and appropriateness to requirements.

Examples of Important Duties (Estimated Percentages):

1. Core Functions ($\pm 75\%$) – assigned functions vary by position

- Manages operations of at least one historical/cultural facility that is characterized by comprehensive and complex interpretative approaches that include collections/artifacts, interpretative signage, primary research, tours and historic landscapes. Develops operational goals and objectives. Reviews and approves major programs and projects. Conducts regular inspections. Advises staff and external stakeholders on ways to solve technical problems, comply with administrative procedures, and improve management of facilities and their programs. Investigates accidents, fires and crimes. Supervises staff in routine maintenance and repair of facility. Keeps supervisor informed about important matters. Recommends management actions (e.g., policies and procedures, equipment, training programs). Oversees budget of historic/cultural facility. Prepares and submits purchases and contracts.
- Manages formally recognized partnership(s) with non-profit organizations or descendant or tribal advisory councils that are comprised of subject matter experts and specifically formed to advise on the site's interpretative plan as well as empowered to advocate on the facility's behalf. Represents the Commission and the needs and priorities of the community while leading complex negotiations and mediations with partner members who have shared authority of the site's interpretation.

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- Demonstrates full understanding of historic site regulatory restrictions, preservation protocols and processes; ensures site plans meet Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, as well as the standards for the Treatment of Historic Properties and the Guidelines for the Treatment of Cultural Landscapes.
- Develops and implements a comprehensive collections/artifacts plan that includes acquisitions, stewardship, interpretation and public programming that complies with all legal requirements and best practices.
- Works with historic/cultural/horticultural facility managers to incorporate and integrate content into interpretative plans, programs, exhibits and special initiatives. Serves as supporting advisor and secondary liaison on program related issues including American studies, archaeology, paleontology, horticultural science, inclusive interpretation, American Indian history or Black history. Provides guidance to internal and external groups.
- Manages and coordinates day-to-day operating budget for facility/program. Prepares annual budget requests, and controls expenditures in accordance with approved budget. Oversees preparation and submission of records and reports. Works with supervisor to prepare annual budget request and supporting documentation. Prepares administrative reports. Solicits bids and price quotes from vendors and contractors and initiates purchase requisitions and check requests.
- Supervises staff; plans, schedules, assigns, and reviews the work of staff. Monitors, evaluates, and takes action to enhance staff and unit performance. Develops and communicates work and performance expectations. Monitors completion of assignments for timeliness, accuracy, and effectiveness in meeting work objectives. Conducts performance planning and review activities. Identifies training and development needs and resources. Recognizes and resolves personnel issues in accordance with Commission policies and procedures. Initiates, recommends, approves, and implements personnel actions including recruitment, selection, promotion, transfer, discipline, and termination of employees within unit. Approves timecards and leave requests.
- Conducts original historical research necessary to produce cultural interpretation for public programming. Sites to be researched include existing cultural or historical sites. Expands upon existing research and conducts research anew at Park-owned historic sites. Identifies current contributions to the historiography pertaining to important chapters in American, Maryland and County history. Develops content, acquires illustrations and photographs, obtains copyrights, and works with current and descendant communities to ensure inclusive interpretation. Serves as Project Manager on specific exhibit projects for existing and new cultural/historic facilities and the interpretive signage. Participates in county burial projects that involves tracking of inventory for Park-owned cemeteries and conducting research on their histories.

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- Manages and supports archaeological responsibilities within a historic site, including field work/artifact identification, archaeology lab and artifact collection, research, analysis, and report writing. Conducts historical and archaeological research as background on project sites. Ensures the implementation of standardized collection processing, curation and maintenance, including washing, labeling, documenting, preserving and storage of artifacts. Leads archaeology activities on interpretation, design, planning and construction projects. Provides guidance on how to incorporate archaeological content into exhibits, programs events and overall site interpretation as needed. Plans and coordinates surface and sub-surface archaeological investigations. Manages archival collections within a historic site. Confirms the coordination with other interpretive projects and the creation of interpretive archaeology through presentations, social media and exhibits.
- Supports the development and implementation of a departmental priority program, such as American Indian History, Black History or Inclusive Interpretation Program. Provides guidance on how to incorporate content into exhibits, programs, events and overall site interpretation. Conducts detailed research to broaden, diversify and strengthen site's narrative. Manages collections and artifacts and identifies opportunities to showcase items. Independently plans programs, exhibits, events and research that feature and further the subject matter for a wide range of audiences. Consults with historic site managers to provide informative decisions related to exhibition narratives, collection selections, program offerings, descendent community outreach and partner relationships. Coordinates guidance on interpretation, design, planning and construction projects.

2. Other Duties: (±25%)

- Collects data relevant to specialty area. Maintains listing of local historical or horticultural resource contacts. Provides guidance to historical researchers and historical organizations, as well as facility staff.
- May be responsible for providing recommendations as to the historic significance of the sites involved, and the desirability or feasibility of land acquisition, building restoration or reconstruction projects.
- Conducts research. Reviews technical literature, conducts surveys, exchanges information with other government agencies, and attends professional conferences to identify new programs, methods, and equipment which might be useful for museum facilities.
- Drives Commission vehicles to meet with citizens, historical groups, community groups, and schools to identify needs, plan programs, and answer questions about history programs and historic facilities and sites, as well as general county history.

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- Implements professional museum standards and procedures at sites, guides historic facilities toward accreditation where applicable, and oversees implementation plans regarding loans and donations, appraisals, insurance, theft cataloguing, and conservation of collections. Obtains grants for programs. Prepares grant proposals to federal, state, and private agencies. Presents proposals to Planning Board. Coordinates grant projects.
- Ensures that select projects meet regulatory standards, protocols and legal requirements in the areas of expertise. Ensures archeological investigations are performed prior to construction projects, which meet or exceed requirements for state funding and ensures archeological findings are documented. Coordinates work with Commission staff.

Important Worker Characteristics:

- A. Comprehensive professional knowledge of, and skill in, (1) established methods and techniques of historical research and interpretive design and presentation; (2) American history; (3) museum studies; (4) archeology; (5) historic preservation/restoration; (6) museum and interpretive program management; (7) county history; (8) county geography; (9) horticultural science; (10) grants administration; and (11) Commission organization, policies, and procedures*.

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

- B. Knowledge of, and skill in assigning or reviewing tasks, setting the pace, and otherwise assisting the supervisor by performing group leader work or ability to rapidly acquire knowledge and skill set.
- C. Skill and ability to (1) coordinate historic sites and staff; (2) develop goals and objectives for programs; (3) coordinate the gathering and organization of complex research data; (4) oversee development of technical reports, brochures, and related materials; (5); oversee security of artifacts and collections at historic facilities; (6) collect, evaluate, analyze or present historical facts characterized by responsibility for planning a historical interpretive program or a highly complex and comprehensive interpretive approach; (7) use judgment and originality in planning and prioritizing the sequence, direction, and progress of the work; (8); justify actions, determinations, and recommendations; (9) modify existing applications, processes, precedents, and techniques; (10) negotiate with formal partners that have shared authority for interpretative plan and approach; and (11) obtain certifications in and perform, first aid and cardiopulmonary resuscitation.
- D. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in identifying subtle aspects of problems and making recommendations and decisions. Examples include solving complex problems involving many variables; and devising solutions and actions to resolve issues, conditions, and problems.

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- E. 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 perspectives, 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; writing and implementing grants and grant projects; developing and presenting information to large groups; reading and interpreting construction drawings and specifications; and negotiating complex contractual services.
- F. 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 or a leader of a team.
- G. 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.

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. Four (4) years of progressively responsible experience, including two years as a program coordinator or supervisor.
- 3. An equivalent combination of education and experience may be substituted, which together total eight (8) 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.