

The Maryland-National Capital Park and Planning Commission

TITLE: Senior History Specialist/Museum Manager I
SERIES: Park Activities

GRADE: H CODE: 3211
DATE: 7/24/01
FLSA: Exempt

Class Definition

This class includes two focuses: Senior History Specialist and Museum Manager I as defined below.

Senior History Specialist - Under direction, develops and presents interpretive, recreational and educational programs in one or more areas of history to the public. Provides leadership to other staff in developing and presenting programs and in planning and coordinating events and activities with Commission staff, governmental agencies, and community organizations. Performs other duties as assigned.

Museum Manager I - Under direction, manages the daily operations of a historic facility. Performs facility management duties such as developing and marketing programs, monitoring budget, supervising staff and building maintenance. Represents the Commission on various historic committees and associations. Performs other duties as assigned.

Examples of Important Duties:

1. Manages operations at a historic facility. Defines operational goals, objectives, and procedures. Ensures safety and security of building and patrons. Performs investigations of accidents, fires, and crimes. Monitors building utility systems to ensure proper operation. Supervises staff in routine maintenance and repair of facility. Arranges for major maintenance and repairs. Gives first aid and determines need for police or fire personnel in emergencies. Provides technical assistance in planning new construction, remodeling, and expansion of facility. Responds to questions or complaints from patrons. Evaluates operational policies and initiates changes for improvement.
2. Develops specialized historic and/or interpretive programs, events or activities relating to the mission of a museum, historic site, or program to the public. Reviews and/or 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.
3. Supervises staff. Plans, schedules, assigns, and reviews the work of staff. Develops and communicates work and performance expectations. Conducts performance planning and review activities. Identifies training and development needs and resources. Initiates, recommends, approves, and implements personnel actions including: recruitment, selection, promotion, transfer, discipline, and termination of employees. Approves time cards and leave requests.
4. Manages and coordinates operating budget for facility/program. Prepares annual budget requests, and controls expenditures in accordance with approved budget. Monitors significant and complex programs and activities. Solicits bids and price quotes from vendors and contractors. Selects best offer and initiates purchase requisitions and check requests. Maintains records of revenues and expenditures. Prepares reports.

Examples of Important Duties: (continued)

5. Conducts original research. Collects and reviews historical literature, maps, photos, and other documents. Conducts interviews with scholars, witnesses, and other knowledgeable persons. Identifies and investigates historical sites. Makes photographs and sketches. Collects, processes and synthesizes raw data for interpretation. Analyzes data and writes technical reports of findings and conclusions. Ensures protection of raw 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.
6. Plans improvements, restoration and development projects including building repairs, restoration/rehabilitations and exhibits. Plans and schedules maintenance of historic structures, museums and programs. Coordinates work with contractors.
7. Performs archeologic investigations prior to construction projects which meet or exceed requirements for state funding. Documents archeologic findings. Coordinates work with Commission staff.
8. 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.
9. 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 artifacts.
10. Monitors assigned parkland for vandalism and encroachments such as unauthorized dumping, relic hunting, illegal hunting and trapping. Enforces Commission policies and rules as necessary and reports violations to appropriate authorities.

Important Worker Characteristics:

Expert knowledge of a specialty area or extensive knowledge of history related subject areas.

Considerable knowledge of: (1) American history; (2) museum studies; (3) archaeology; (4) education or related field; (5) principles and practices of interpreting history and culture to the public; (6) supervision;* (7) CPR and first aid; (8) Commission organization, policies and procedures* and (9) principles of management.

Skill in operation of: (1) motor vehicle; (2) audio-visual equipment; (3) computers and various software; (4) cameras; (5) field sampling equipment; and (6) hand tools.

Ability to: (1) solve complex problems involving many variables; (2) provide technical expertise and program leadership to community groups and government entities; (3) plan, develop, lead and present interpretive programs; (4) develop program promotional advertising material; (5) perform archeological investigations; (6) coordinate effectively with Commission staff and the general public; and (7) interpret technical historic and cultural history materials.

* Developed primarily after employment

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Minimum Qualifications:

1. Bachelor's degree in history, American studies, museum studies, archaeology, historic preservation, or a related field; and
2. Three years of professional or related experience, including one year as a program coordinator or supervisor; or
3. Master's degree in one of the above fields; and one year of experience; or
4. An equivalent combination of education and experience.
5. Valid driver's license, or the ability to acquire one.

Work Conditions

Works in office and the field. Occasionally works night and weekend hours.