

The Maryland-National Capital Park and Planning Commission

TITLE: History Coordinator/Museum Manager II
SERIES: Park Activities

GRADE: I CODE: 3219
DATE: 7/24/01
FLSA: Exempt

Class Definition

This class includes two focuses: History Coordinator and Museum Manager II as defined below.

History Coordinator - Under direction, oversees the development and management of historic facilities, and programs for one county. Serves as technical expert and provides guidance in areas of American studies, museum studies, archaeology, black history, primary research, interpretation, exhibits, historic preservation, restoration and collections management; historic maintenance and security, and period gardens and historic grounds. Oversees budget of historic facilities. Performs other duties as assigned.

Museum Manager II - Under direction, provides advanced program and facility management in the operation of a premier historic facility. A premier facility is characterized by its professional affiliation with nationally renowned historic museums and associations (i.e., Smithsonian Institution, National Archives). Manages the daily operations of facility including program administration, staff supervision, and building maintenance. Represents the Commission on various historic committees and associations. Performs other duties as assigned.

Example of Important Duties:

1. Monitors operations of historic facilities. Defines goals and objectives. Reviews and approves major programs and projects. Conducts regular inspections. Advises staff on ways to solve technical problems, comply with administrative procedures and improve management of facilities and their programs. Investigates accidents, fires, and crimes. Coordinates activities with other Commission units and government agencies. Keeps supervisor informed about important matters. Recommends management actions (e.g. policies and procedures, equipment, training programs). Oversees budget of historic facilities. Monitors and approves purchases and contracts.
2. Manages operations of a premier historic facility. Defines operational goals and objectives. Establishes operating procedures. Ensures safety and security of building and patrons. Reports and assists in the investigation 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.
3. 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. Oversees preparation and submission of records and reports. Prepares annual budget requests and supporting documentation. Obtains bids and price quotes. Writes purchase orders and check requests. Prepares administrative reports. Solicits bids and price quotes from vendors and contractors. Selects best offer and initiates purchase requisitions and check requests.

Examples of Important Duties: (continued)

4. Supervises staff. Plans, schedules, assigns, and reviews the work of staff. Monitor, 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 time cards and leave requests.
5. Works with planners, architects, and engineers to review land acquisitions and historic restoration. May serve as project manager for construction projects, as well as preservation/restoration of present facilities and sites. Meets with vendors. Inspects construction work. Coordinates funding and implementation of preservation/restoration with county, state, and federal agencies. Approves payments to contractors.
6. Collects data relevant to specialty area. Maintains listing of local historical resource contacts. Provides technical assistance to historical researchers and historical organizations, as well as facility staff.
7. Keeps administrative and financial records. Maintains records of revenue and expenditures, time cards, inventory, accidents. Writes and approves administrative reports.
8. Conducts research. Reviews technical literature, conducts survey, exchanges information with other government agencies, and attends professional conferences to identify new programs, methods, and equipment which might be useful for museum facilities.
9. Plans and produces major programs. Hires contractors and vendors. Designs advertising to promote programs. Works with other public and non-profit groups and organizations. Prepares oral presentations on various areas of history.
10. Meets with citizens, historical groups, community groups, schools, Planning Board, County Council, staff and other government agencies to identify needs, plan programs and answer questions about history programs and historic facilities and sites, as well as general county history.
11. 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.

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Important Worker Characteristics:

Comprehensive knowledge of: (1) American history; (2) museum studies; (3) archeology; (4) historic preservation/restoration; (5) county history; (6) county geography; (7) Commission organization, policies and procedures*; (7) supervision; (8) grants administration; and (9) principles of management.

Skill in operation of: (1) motor vehicle; (2) personal computer and applicable software; and (3) general office, audio/visual and photographic equipment.

Ability to: (1) serve as a technical expert in areas of history, preservation, restoration, or the museum field; (2) coordinate multiple sites and staff; (3) develop goals and objectives for programs; (4) solve complex problems involving many variables; (5) coordinate the gathering and organization of complex research data; (6) oversee development of technical reports, brochures, and related materials; (7) write and implement grants and grant projects; (8) develop and present formal presentations to large groups; (9) oversee security of artifacts and collections at historic facilities; (10) read and interpret construction drawings and specifications; and (11) negotiate complex contractual services.

Minimum Qualifications:

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

Work Conditions

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