



NOVEMBER 2016
FLSA: NON-EXEMPT
Bargaining Unit: PL
JCN: 7628

County of El Dorado County
November 1998

MUSEUM ADMINISTRATOR

DEFINITION

Under general direction, plans, organizes, and supervises the activities of the Historical Museum; supervises volunteer staff; and performs related duties as assigned.

DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Director of Library Services. Exercises direct supervision over volunteer staff. May provide technical and functional direction to lower-level staff.

CLASS CHARACTERISTICS

This is a single class position reports directly to the Facilities Manager in General Services. The incumbent has classification with overall responsibility for the operations and activities of the Historical Museum including the preparation and administration of grants, the supervision and preparation of historical exhibits and the supervision of volunteer docents.

EXAMPLES OF DUTY/TYPICAL JOB FUNCTIONS (Illustrative Only)

- > Plans, organizes, and supervises the programs and services related to the operations of the Historical Museum.
- Establishes program priorities to meet professional museum standards.
- > Plans, organizes, assigns, reviews, and directs the work of volunteer staff; provides for their training and technical development; participates in the hiring and selection of staff.
- Prepares Sets customer service standards and administers grants directly supervises visitor services and other alternative funding; administers fiscal resources; prepares research services volunteers.
- > Assists with the development and submits preliminary operational implementation of the museum's general fund budget; develops and applies non-profit funding sources.
- Reviews and recommends policies to the Facilities Manager; implements approved policies related to facility use, collections management and public programming.
- > Coordinates and supervises public relations activities and the development of promotional materials material for the museum and related activities.
- > Oversees the acceptance of artifacts, archival materials, and donations; supervises the preparation of historical exhibits; administers museum collections.

- Develops and oversees the museum's educational programing.
- Oversees site and building maintenance and coordinates with the County's facilities staff for repair work as needed.
- ◆➤ Serves as a resource in matters relating to preserving historical materials; assists ~~researcher~~researchers in use of museum resources; responds to history related requests; assists the Museum Commission in history related matters.
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- Represents the museum on a variety of community and county committees and commissions.
- ◆➤ Performs ~~other~~related duties as assigned.

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QUALIFICATIONS

Knowledge of:

- ~~○ Practices and principles of employee supervision, including work organization and review, training and discipline.~~
- > Principles and practices of professional museum operations, including exhibitions, educational programming, and visitor services.
- Principles and practices of professional archival processing, evaluation, and assessment methods.
- > Standards and techniques for preservation and protection of natural resources and historically significant artifacts.
- > Principles and practices of budget and fiscal management.
- > Principles of education and public relations techniques.
- ~~○ Principles of and practices of volunteer management and supervision, administration, personnel administration and including recruitment, review, training of staff.~~

Skill in:

- ~~○ Planning, organizing, supervising, reviewing and evaluating the work of others.~~
- ~~○ Training others in work procedures.~~
- > Analyzing, and developing plans for improving museums services discipline.
- Anticipating Principles and analyzing techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Analyze and develop plans for improving museum services.
- > Anticipate and analyze financial needs of the Historical Museum.
- > Relating Relate museum services to community needs.
- ~~○ Preparing written and oral reports.~~
- > Interpreting and displaying Identify historical significance and interpret artifacts and documents to others.
- Establishing and maintaining Plan, organize, supervise, review, and evaluate the work of others.
- Train others in work procedures.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ⇒ Establish, maintain, and foster positive and effective working relationships with ~~volunteers, other county staff, community agencies and others~~those contacted in the course of ~~the~~ work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to ~~graduation~~a bachelor's degree from ~~a~~an accredited four-year college or university with a major coursework in anthropology, archaeology, history, or a related field, and two (2) years of experience in historical preservation, museum work, or a related activity. Coursework in museum studies is desirable. ~~Experience in progressively~~Progressively responsible ~~supervision~~supervisory experience is desirable.

~~Note: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.~~

Licenses and Certifications:

- None required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including mainframe and desktop computers; vision to read printed materials and digital displays; the standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve file information. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.