

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE: MUSEUM DIRECTOR**  
**DEPARTMENT: MUSEUM**  
**REPORTS TO: BOARD OF SUPERVISORS**

**CLASS CODE: 82111**  
**FLSA STATUS: E**  
**DATE: 10/99**

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Appointed, department director responsible for directing all staff and department functions, including long and short range planning, budget development and staff management. Department is responsible for maintaining the County museum by planning and erecting displays and exhibits, receiving artifact donations, cataloguing items, etc.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Manages department staff members which are responsible for performing various museum services, including, but not limited to: planning and developing exhibits; receiving artifact donations; cataloguing and conserving artifacts; developing marketing materials and outreach programs, etc.

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans, coordinates, assigns, and monitors performance and coaches, counsels, mentors, trains, and advises employees in department for the dual goals of meeting department goals and employee career development.

Prepares, evaluates and monitors annual budget and oversees the development and administration of grants; prepares and reviews grants and department related agenda items prior to presentation to Board of Supervisors.

Makes presentations to various boards and committees and community organizations regarding department functions.

Serves as a member and/or chair of various committees, teams and/or boards and collaborates, persuades, and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Plans long-range goals, objectives, organizational structure, and overall direction for the department.

Plans and implements short-term or annual goals, objectives, and strategies for the department, projects or programs to ensure efficient organization and completion of work.

Oversees the development and administration of various exhibits, programs, etc.; researches items to determine historical significance and prepares related materials; develops and maintains catalog; performs preventive maintenance functions.

Reviews and prepares monthly audit of cash received; determines placement of private donations into various accounts.

Prepares capital improvement plans, creates funding strategies, solicits contributions and prepares funding applications.

Interprets, develops, communicates, updates and monitors ordinances, policies, procedures, and standards for the department and County; recommends improvement when necessary; and writes/revises same.

Follows up and represents department on inquiries from various agencies, groups, media, etc., regarding department programs and services.

Ensures quality standards and compliance with regulations are maintained.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Prepares complex, routine and non-routine reports and correspondence as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; and relays and interprets administrative decisions, policies and instructions.

Interacts with a variety of high level individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving administrative issues.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

|                                   |          |         |           |
|-----------------------------------|----------|---------|-----------|
| Personal Computer and/or Terminal | Drill    | Vehicle | Power Saw |
| General Office Equipment          | Sander   | Ladder  | Hammers   |
| Paint Brushes/Rollers             | Wrenches |         |           |

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in Museum Administration, History or related field; and,

Four to five years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Modern methods, techniques and theories of museum administration.

Human Resources policies, procedures, rules and regulations.

Governmental financial operations, including budgeting and grants administration.

Artifact registration and conservation.

Graphics design.

Basic carpentry, electrical maintenance and plumbing.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

County government organization and operations.

External governmental bodies and agencies related to area of assignment.

Standard business arithmetic, including percentages and decimals.

**Skill in:**

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Using tact, discretion, initiative and independent judgment within established guidelines.

Making presentations.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and paging systems.

**Mental and Physical Abilities:**

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to delegate authority to staff.

Ability to establish and maintain effective working relationships with others.

Ability to draft, proof and type correspondence.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to analyze and resolve problems involving several variables..

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.

While performing the essential functions of this job the employee is regularly required to ascend or descend ladders, stairs, etc. using feet and legs or hands and arms; bend legs and body downward and reach by extending hands.

While performing the essential functions of this job the employee is regularly required to use color, texture, shape and odor perception and discrimination.

While performing the essential functions of this job the employee is frequently required to lift and/or move 10 to 25 pounds

and is occasionally required to apply a physical exertion to lift and/or move in excess of 100 pounds.

**Working Conditions:**

Work is performed in a museum, exposing the employee to possible bodily injury from electrical shock; from falling from high, exposed places; and/or from fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin.

The incumbent's working conditions are typically moderately quiet.

file: museumdi.82111

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.