

# HISTORICAL MUSEUM OPERATIONS MANAGER

Job Code	Pay Grade
03359	SM6

## Nature of Work

This is managerial and supervisory work directing the proper and appropriate operation of the Pinellas County Historical Museum at Heritage Village and the Gulf Beaches Historical Museum. An employee in this position will develop policy recommendations regarding the operations and activities of the Pinellas County Historical Society and other affiliated support organizations. The employee administers the policies for development, maintenance, and use of the resources allocated to museum locations and facilities. Expertise is required in carrying out and guiding complex projects and studies. Incumbent duties include working with the various civic groups, clubs, other historical agencies, and organizations to promote Heritage Village, county museum programs, projects and functions. The incumbent exercises a high degree of independent judgment and initiative. The position reports to the Bureau Director of PCR or designee.

## Minimum Qualifications Requirements

- Bachelor's degree in history, American history, museum studies or directly related field and 5 years of experience in historical museum operations; or
- Master's Degree and 3 years of experience as described above; or
- An equivalent combination of training, education and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Hires, supervises, evaluates, and coordinates the activity of staff engaged in research and curatorial activities, clerical functions and building maintenance at Heritage Village.
- Coordinates building maintenance at the Gulf Beaches Historical Museum.
- Develops, coordinates, and implements fundraising strategies, including obtaining sponsorships and donors, and supports annual or other fundraising events.
- Oversees the volunteer program and educational activities.
- Plans, organizes and supervises the development, growth and utilization of the Historical Museum collection.
- Oversees Heritage Village and related facilities budget.
- Oversees all operations and care of the museum collection and exhibits ensuring proper care, protection, and safe keeping.
- Acts as staff liaison and consultant to the Pinellas County Historical Commission.
- Attends and participates in meetings and conferences held by professional associations and organizations.
- Prepares reports and manuscripts based on research and curatorial activity for various publications in Pinellas County.
- Makes oral presentations to promote interest and involvement in Pinellas County history to educational, civic, professional, and other interested groups.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge and experience in the administration and operations of historical museums.
- Knowledge of the principles, practices, and methods for organizing and evaluating historical data.
- Knowledge of the principles and procedures of governmental budget preparation.

## **HISTORICAL MUSEUM OPERATIONS MANAGER (continued)**

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### **Knowledge, Skills, and Abilities (continued)**

- Knowledge of the purposes and functions of volunteer work programs.
- Knowledge of historical research techniques, methods and procedures.
- Skill in communications involving mass media, including newspapers, TV, and radio interviews and video presentations.
- Ability to plan, supervise and evaluate the activities of professional, clerical, and maintenance personnel.
- Ability to present historical data and other information clearly and concisely in both oral and written form.
- Ability to establish and maintain effective working relationships with subordinates, superiors, other County departments, community officials, the public, support organizations, State, and Federal officials.
- Ability to work independently and use sound judgment.
- Ability to administer a museum including budget and fiscal planning.
- Ability to conduct short and long term planning of museum activities.
- Ability to prepare educational and informational presentations utilizing current technology.

For official use only

Revised	EEOC Code	Overtime Code
10/16	Officials & Managers	Exempt