

MUSEUM DIRECTOR

DEFINITION

Under direction, to research, design, develop, and implement exhibits and cultural and educational programs at the County Museum; to serve as liaison with various local, state and federal historical organizations, community groups, and other agencies or individuals; to supervise staff; to perform special assignments as directed; to provide administrative support for the Board of Supervisors and the County Administrator; manage the Plumas County Law Library, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position management class responsible for the Plumas County Museum exhibits, programs, building and grounds maintenance, security, policies, procedures, develop department budget and expenditures, and a knowledge of museum procedures and principles. Work closely with the Plumas County Museum Board of Trustees.

REPORTS TO

Board of Supervisors, through the County Administrator

CLASSIFICATIONS DIRECTLY SUPERVISED

Museum Assistant and other paid and volunteer staff

MUSEUM DIRECTOR - 2

EXAMPLES OF DUTIES

- Plans, organizes, directs, coordinates, and administers the functions and activities of the Plumas County Museum.
- Develops and recommends Museum goals, objectives and policies.
- Prepares and administers the Museum budgets and present to the annual budget committee and approved by the Board of Supervisors.
- Controls fiscal expenditures and revenues.
- Hires, supervises, evaluates, and insures proper training of Museum staff in accordance with County Personnel Rules.
- Acquires, identifies, preserves, and presents historical collections.
- Researches and interprets artifacts, photos, archival collections, etc.
- Constructs and installs permanent and temporary exhibits.
- Addresses civic organizations.
- Prepares copy, text, and informational statements for use in programs, exhibits, and publicity information.
- Trains personnel in providing historical and background information to the visitors.
- Prepares financial statements and a variety of standard and special reports.
- Locates resources and materials needed for programs and exhibits.
- Answers questions from the public about the exhibits, Plumas County, and tourism resources.
- Provides guided tours of special attractions.
- Works with donors on receiving and organizing donated items.
- Prepares museum correspondence and news releases.
- Researches background information and interviews persons for special events.
- Makes presentations to various community groups related to the Museum and the exhibits.
- Develops and implements plans for displays and/or maintenance of the museum.
- Maintains a computerized collection inventory system.
- Organizes and maintains the museums catalogs collection.
- Conduct historical research and make recommendations on subject matter.
- Oversees the Docent Program and volunteer staff.
- Prepares education aids adapted to the needs and interest of various groups concerned with the museum's programs.
- Has responsibility for the security, housekeeping, and general maintenance of the Museum and grounds.
- Administer and oversee museum IT system.
- The main contact as liaison for state, federal, and private agencies and entities to field historical and cultural inquiries.
- Work with Archeologists, foresters, transportation, communications, and similar fields.
- Organize events and coordinate events, solicit monetary donations and memberships.
- Oversee and manage the outlining buildings overseeing, i.e. Beckwourth Cabin, Taylorsville School, Peppard Cabin and Pioneer School located at the Fairgrounds, and Lawry House.
- Oversee and manage the Plumas County Law Library.
- Works closely with the Museum Board of Trustees, Board of Directors, and Board of Supervisors.

Last Revised: 11/95

MUSEUM DIRECTOR - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, fax machine, and use of power tools, and hand tools.

TYPICAL WORKING CONDITIONS

Work is performed in an office; outside; throughout the museum complex and outlying County owned buildings / facilities, and continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- California and County History.
- Exhibit development techniques.
- Principles and practices of historical research, archology, restoration, and preservation of artifacts.
- Public and community relations.
- Maintenance of filing, information retrieval systems, and organization of data bases.
- Budgeting techniques.
- Supervisory and training techniques.
- Objectives, organization and administration of a museum.
- Proper procedures for moving heavy objects to ensure safety procedures are followed.

Ability to:

- Plan and conduct a program of museum development.
- Provide training and work coordination for other staff.
- Research and interpret artifacts and design permanent and temporary exhibits.
- Plan and schedule tours for civic organizations, educational institutions and individual public interests.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Make oral presentations to civic organizations, and other public entities.
- Develop effective multi-media and audio-visual programs.
- Develop and install display exhibits.
- Effectively represent the museum in contacts with the public, community organizations and other agencies.
- Establish and maintain cooperative working relationships.

Last Revised: 11/95

MUSEUM DIRECTOR - 4

Training and Experience:

Qualifications needed for this position:

Two (2) years of administrative experience working with museum programs including experience in the design and presentation of exhibits. California Department of Forestry and Fire Protection Certification for Archaeological Training Certificate and Northeast Clearing House Certification preferred,

OR

Completion of coursework equivalent to a Bachelor's degree in American History, Archeology, Museum Management, or a closely related field. California Department of Forestry and Fire Protection Certification for Archaeological Training and Northeast Clearing House Certification preferred.

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.