



Historical Museum Operations Manager

Category: Exempt
Pay Grade: E23
Job Code: 03359

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs 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 Director of PCR or designee.

ESSENTIAL JOB FUNCTIONS (examples, 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

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

Special Qualifications (May be required depending on area of assignment):

- 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.

Knowledge, Skills and Abilities:

- 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.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in an environment with decisions that could lead to major community or organizational consequences if the appropriate decision is not made at the time.