

EL PUEBLO HISTORIC MUSEUM DIRECTOR, 2394

Summary of Duties: Plans, directs, and coordinates the operation of the El Pueblo Historic Monument interpretive program; assigns, reviews and evaluates the work of museum employees engaged in historic research, cataloging of artifacts, operation of exhibits, and educational program development for the general public; applies sound supervision principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: The El Pueblo Historic Museum Director is responsible for planning and organizing all activities of the El Pueblo de Los Angeles Historic Monument interpretive program including various public participation programs and historic research activities. Assignments are received in general terms and evaluated on the basis of public acceptance and participation in museum and other interpretive activities. The work requires the exercise of administrative, managerial and supervisory expertise and expert knowledge in museum programs, collections, and exhibit development.

An El Pueblo Historic Museum Director differs from curator classes by having overall responsibility for the entire collection and program as well as the operation of a museum facility.

An El Pueblo Historic Museum Director differs from directors of other museum facilities because of the specific expertise required to operate a representative historic site museum facility.

An incumbent in the class of El Pueblo Historic Museum Director, as a bona fide supervisor, is distinguished from lead workers in being responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Examples of Duties: An El Pueblo Historic Museum Director, through subordinate personnel:

- * Directs and coordinates historical research and the preparation of historic exhibits;
- * Manages and catalogues collections;
- * Plans, directs and coordinates the development of educational and interpretive programs about history for the general public;
- * Establishes contact and negotiates with individuals, business firms, and governmental agencies to obtain

- grants, endowments, donations, and loans;
- * Encourages, promotes and coordinates the participation of other organizations and groups within the community in museum fund-raising and other museum related activities;
- * Speaks and gives demonstrations on historic subjects before clubs, schools and other organizations;
- * Acts as Executive Director for, and coordinates the activities of, El Pueblo Historic Monument's volunteer organizations;
- * Appears before community and other groups to stimulate and promote El Pueblo Historic Museum activities;
- * Develops relations with other cultural and historic institutions, such as universities, private and public libraries, and museums, and promotes interest in the interpretive program through the donation of material and expertise;
- * Writes magazine and newspaper articles and speaks before interested groups on the City's history and El Pueblo's programs and exhibits;
- * Approves and directs the construction of temporary and permanent exhibits;
- * Supervises studies of techniques, methods, and research to effect improved functioning and increased public interest in museum operation, programming and exhibits;
- * Directs the compilation and analysis of statistics on attendance and programming and initiates programs to effect greater economy and improved program content;
- * Directs the investigation and resolution of complaints from the public on museum operation;
- * Advises management on activities of tenants, employees or contractors which may damage the fabric of historic buildings.
- * Prepares the annual budget for personnel, supplies and equipment for the History Division of the El Pueblo Historic Monument;
- * Approves the ordering, assigning and issuing of supplies and equipment;
- * Initiates requests for repair and custodial services for museum facilities, and evaluates results;
- * Prepares records and reports relating to interpretive activity;
- * Communicates equal employment/affirmative action information to employees;
- * Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- * Assists employees in preparing for promotion as described in the City Affirmative Action Program.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- * Museum administration, operation and programming, including organizing, staffing, controlling and evaluating the effectiveness of the museum;
- * Research techniques, cataloging and registering historic artifacts and other items for exhibit;
- * Public agencies and private organizations likely to provide financial, promotional and private or other support for museum activities;
- * Current major developments in history and museum studies;
- * Preparing a budget for museum programs, exhibits, equipment, personnel and facilities, and application of financial management and control measures;
- * Supervisory principles and practices including: planning, delegating and controlling the work of subordinates;
- * Techniques of training, instructing and evaluation of subordinate work performance;
- * Techniques for counseling, disciplining, and motivating subordinate personnel;
- * Procedures for grievance handling;
- * Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program;
- * Effective safety principles and practices;

A working knowledge of:

- * Memoranda of understanding as they apply to subordinate personnel;

A general knowledge of:

- * City personnel rules, policies and procedures.

The ability to:

- * Plan, organize, direct and evaluate the effectiveness of the museum;
- * Elicit support for museum activities from public and private organizations;
- * Coordinate or conduct special public educational and recreational programs;
- * Deal tactfully and effectively with high level officials, department management and technical personnel;
- * Communicate effectively orally and in writing with a variety of public groups;

- * Establish and maintain a work environment to enhance both employee morale and productivity;
- * Apply sound supervisory principles and techniques;
- * Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Minimum Requirements :

- * Graduation from a recognized four year college or university with a major in History, Art History or a related field; and
- * Four years of full-time paid professional museum experience including 2 years as a director, assistant director, curator or head of an organizational unit in a historic or speciality museum.

A masters degree in History, Art History or a closely related field such as Museum Studies may be substituted for up to two years of the required general museum experience.

Experience as a director, assistant director, curator, or head of an organizational unit in a historic or specialty museum may be substituted on a year-for-year basis for the required education.

License: A valid California driver's license and a good driving record are required.

Physical Requirement: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight, including normal color perception.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rules 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.