

Summary of Duties: Plans, directs and coordinates the operation of the Banning Residence Museum; assigns, reviews and evaluates the work of museum employees engaged in historic research, acquisition of artifacts, fundraising, exhibit, and educational and recreational program development for the general public; applies sound supervision principles and techniques in building and maintaining an effective work force; and fulfills affirmative action responsibilities.

Distinguishing Features: The Banning Residence Museum Director is responsible for overall supervision of acquisition, research, interpretation, preservation, and presentation at the 19th century Banning Residence Museum. Assignments are received in general terms and evaluated on the basis of public acceptance and participation in museum activities. The work requires the exercise of administrative, managerial and supervisory expertise and expert knowledge in the management of museum program, collection and exhibit development.

This class differs from curator classes by having overall responsibility for the entire collection and program as well as the operation of a museum facility. It differs from directors of other museum facilities because of the specific expertise required to operate a 19th century residential historic site.

Incumbents in the class of Banning Residence Museum Director, as bona fide supervisors, are distinguished from lead workers in that they are 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: Through subordinate personnel, manages the acquisition of appropriate artifacts and catalogues collection; plans, directs and coordinates the preparation of 19th century decorative arts, textiles and furnishing collections; develops educational and recreational programs about the historical site for the general public; establishes contact and negotiates with individuals, business firms, foundations and governmental agencies to obtain grants, endowments, donations, and loans; acts as liaison between the City of Los Angeles Recreation and Parks Department and the Museum's private support group; encourages, promotes and coordinates the participation of other organizations and groups within the community in fund raising and other museum activities; speaks and gives demonstrations on historical subjects before clubs, schools, and other organizations; acts as Executive Director and coordinates activities of the museum's volunteer organization; appears before community and other groups to stimulate and promote museum activities; develops relations with other institutions, such as universities and museums; promotes interest in the museum through the donation of material and expertise; 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 measures to effect greater economy and improved program content; writes magazine and newspaper articles on programs and exhibits; and directs the implementation of a public relations program regarding museum operation.

Directs the preparation of the annual work program and budget for personnel, supplies and equipment; approves the ordering, assigning, and issuing of supplies and equipment; initiates requests for repair of museum facilities; supervises the scheduling and coordination of security and custodial services at the museum facilities; prepares records and reports relating to museum 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; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A thorough knowledge of museum administration, operation and programming, including organizing, staffing, controlling and evaluating the effectiveness of the museum; a thorough knowledge of budgeting for museum programs, exhibits, equipment, personnel and facilities; good knowledge of financial management and supervisions; good knowledge of public agencies and private organizations likely to provide financial, promotional or other support for museum activities; good knowledge of research techniques, cataloging and registering of historic artifacts and other items for exhibit; good knowledge of current major developments and trends in history and museum studies; good knowledge of supervisory principles and practices including: planning, delegating and controlling the work of subordinates; good knowledge of techniques of training instructing and evaluation of subordinate work performance; good knowledge of techniques for counseling, disciplining, and motivating subordinate personnel; good knowledge of the procedures for grievance handling; good knowledge of supervisory responsibility for EEO/EAA as set forth in the City's Affirmative Action Program; good knowledge of effective safety principles and practices; working knowledge of memoranda of understanding as they apply to subordinate personnel; general knowledge of City personnel rules, policies and procedures.

The ability to coordinate or conduct special public educational and recreational programs; the ability to elicit support for museum for museum activities from public and private organizations; the ability to deal tactfully and effectively with high level officials, department management, sponsors and technical personnel; the ability to communicate effectively orally and in writing with a variety of public groups; the ability to plan, organize, direct and evaluate the effectiveness of the museum; the ability to establish and maintain a

work environment to enhance both employee moral and productivity; the ability to apply sound supervisory principles and techniques; and the ability to fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Graduation from a four-year college or university and four years of professional historic site museum experience including 2 years as a director, assistant director, curator, or head of an organizational unit in an historic/decorative arts museum.

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 these classes. 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.