

MARINE MUSEUM EXHIBITS DIRECTOR, 2402

Summary of Duties : Under the direction of the Marine Museum Administrator, plans, directs and participates in all scientific research and specimen acquisition and in the design, construction, installation and preparation of exhibits for display; ensures the scientific accuracy of displays; supervises subordinate employees and custodial services; and does related work.

Distinguishing Features : A Marine Museum Exhibits Director must have a broad scientific knowledge of marine biology and familiarity with the techniques of classifying and preparing specimens for exhibits. Assignments are normally received from the Museum Administrator in terms of desired results, and the incumbent is responsible for determining specific activities to obtain these results. This class differs from that of Marine Museum Program Director in that the latter is primarily concerned with developing lectures and tours for groups interested in marine life.

Examples of Duties : Plans exhibits on a variety of marine subjects; acquires, prepares and classifies specimens for various collections; directs and participates in scientific research and in the preparation, design and construction of exhibits involving shells, sea birds, fish, sea mammals, and other marine flora and fauna; ensures compatibility of specimens and simulated environment in a multiple specimen display; supervises subordinate employees engaged in these activities and in providing custodial services; answers questions on marine biology; prepares written material related to marine life for distribution to the public; keeps records and prepares reports as necessary; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the field of marine biology; a good knowledge of specimen preparation and techniques of display; a good knowledge of design, construction and installation of exhibits; a good knowledge of safety principles and practices for installing and exhibiting marine specimens; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of Civil Service Commission Rules; the ability to convey ideas by means of informative displays; the ability to coordinate and supervise the work of a staff of subordinate employees; and the ability to write publicity articles, pamphlets, lectures and reports.

Graduation from a recognized four-year college or university with specialization in a life science and two years of experience with the exhibition of marine specimens is required. An M.S. degree in marine

biology may be substituted for one year of experience.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; and good eyesight.

Persons with handicaps may be capable of performing the duties of this position. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 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.