

MARINE MUSEUM PROGRAM DIRECTOR, 2403

Summary of Duties : Under the direction of the Marine Museum Administrator, plans, directs, and participates in lectures, classes, tours, and other programs dealing with marine subjects; supervises employees and volunteers engaged in conducting marine educational programs, tours, and classes; and does related work.

Distinguishing Features : The Marine Museum Program Director must be able to convert technical information on marine life and conservation into programs suitable for popular presentation. Assignments are normally received from the Marine Museum Administrator in terms of general objectives. Programs developed by the Program Director will be evaluated on the basis of public acceptance at the Museum. The Museum's success will depend largely on the programs created and administered by the incumbent. This class differs from that of Marine Museum Exhibits Director in that the latter is primarily concerned with scientific research and with the design and construction of exhibits.

Examples of Duties : Develops and coordinates lectures, special programs, and tours of general educational and recreational value focusing on exhibits and facilities in the Marine Museum and on the seasonal marine life changes along the nearby coastline; supervises employees engaged in conducting tours and leading classes; answers questions on marine biology, maritime history, and related subjects; develops and conducts various promotional activities for the Marine Museum in the general community, such as newsletters, special program announcements, and personal appearances before school classes and meetings of various interested groups; prepares written material related to marine life and conservation for distribution to scientific journals, newspapers, and the general public; participates in the development of exhibits; 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 procedures, policies, problems, and services of a public marine museum; a good knowledge of the techniques involved in the development and coordination of lectures, tours and classes dealing with marine subjects; a working knowledge of the field of marine biology; a good knowledge of safety principles and practices related to the preparation and conduct of programs at a public marine museum; 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 coordinate and supervise the work of subordinates; the ability to write publicity

articles, reports, pamphlets and lectures; the ability to speak effectively in public and to adapt lectures on scientific subjects to various types of audiences; and the ability to deal effectively with the public and various clubs, businesses, and governmental organizations.

Graduation from a recognized four-year college or university with specialization in a life science, and three years of experience in preparing marine science programs for educational and recreational purposes is required. Additional experience of the type specified may be substituted on a year-for-year basis for education lacking.

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; good speaking and hearing ability; 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.