

Summary of Duties: An incumbent in this class plans, organizes, and coordinates the work of employees engaged in the operation of the Marine Museum including the conduct of educational and recreational programs for the general public, scientific research, exhibit development and construction; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: The Marine Museum Administrator is responsible for planning and organizing all activities of the Marine Museum including various public participation programs and scientific research activities. Assignments normally are received in general terms and work performance is 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 museum program development, exhibit preparation and research in the marine life sciences, including marine and coastline ecology.

Incumbents in the class of Marine Museum Administrator, as bona fide supervisors, 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.

A Marine Museum Administrator differs from curator classes by having overall responsibility for the entire collection and program as well as the operation of a museum facility.

A Marine Museum Administrator differs from directors of other museum facilities because of the specific expertise required to operate a marine science and exhibit facility.

Examples of Duties: A Marine Museum Administrator, through subordinate supervisors:

- * Plans, directs and coordinates the preparation of scientific exhibits of marine life, and the development of educational and recreational programs for the general public about marine and tidepool life and marine ecology;
- * Establishes contact and negotiates with individuals, business firms and government agencies to obtain grants, endowments, donations, loans of marine specimens and other related items of scientific and educational value;
- * Encourages, promotes and coordinates the participation of other organizations and groups within the community in museum activities;

- * Speaks and gives demonstrations on marine subjects before clubs, schools and other organizations;
- * Acts as Executive Director for and coordinates the activities of the Museum's volunteer organization, the Cabrillo Marine Museum Volunteers, and its steering committee;
- * Appears before community and other groups to stimulate and promote Marine Museum activities;
- * Develops relations with other scientific institutions, such as universities and museums, and promotes interest in the Museum through the donation of material and expertise;
- * Writes magazine and newspaper articles on marine 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 analyses 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 operations;
- * Directs the preparation of the annual Museum 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's 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:

- * The principles of marine plant and animal biology and marine ecology;

- * Museum operation and programming, including the preparation of scientific exhibits of marine life;
- * Scientific research techniques, sources of scientific information, and laboratory diagnostic techniques involved in the collection and analysis of specimens of marine life;
- * Budgeting for museum exhibits, programs and related equipment and facilities;
- * Public agencies and private organizations likely to provide financial, promotional or other types of support for marine museum activities;
- * Current major scientific developments in the field of marine biology;
- * 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:

- * Elicit support for museum activities from various public and private organizations;
- * Deal tactfully and effectively with high-level officials, department management and technical and scientific personnel;
- * 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:

1. Graduation from a recognized four-year college or university with a major in a biological or physical science or a closely related field; and
2. Four years of professional scientific experience in the field of marine biology including two years as a director,

assistant director curator or head of an organizational unit in a museum, aquarium or other scientific exhibit or research facility.

A masters degree from a recognized four-year college or university with a major in a biological or physical science or a closely related field may be substituted for up to two years of the required general marine biology experience.

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

Physical requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight. Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the positions, and the appointing authority's ability to effect reasonable accommodation to the person's limitations.

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 all of the duties and responsibilities of any position shall be.