

ORANGE COUNTY CLASS SPECIFICATION

TITLE: MUSEUM COORDINATOR **GRADE:** 11

TITLE ABBREVIATION: MUSEUM COORD **TITLE NO.:** 6455

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: PARKS, RECREATION AND CONSERVATION **DIVISION:**

SUPERVISOR'S TITLE: COMMISSIONER, DEPUTY COMMISSIONER

DISTINGUISHING FEATURES OF THE CLASS: The work involves coordinating activities of the County's museums including ongoing programs and special events, overseeing operations of museum facilities and contents, and serving as liaison to the volunteer museum board. The work also includes performance of various museum administrative support tasks including preparation of fiscal reports, public relations materials and other records. The work is performed under general supervision with latitude to exercise independent judgment in day-to-day assignments. Incumbent directs the work of seasonal museum guides during museum season. Includes evening and weekend hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules and delivers museum school-age programs and museum special events;

Monitors conditions of museums' physical structures and furniture and artifacts; reports findings to Commissioner or Deputy Commissioner for maintenance and repair as needed;

Produces public relations and promotional materials for museums;

Coordinates and attends meetings of the museum board and serves as liaison between and among volunteers and Park administration;

Prepares and maintains financial reports of museum activities;

Acts as a liaison to other museums that are affiliated with the department;

May assist with processing payroll and other fiscal assignments under the direction of the Fiscal Technician as needed;

Prepares and maintains a current catalog of all museum contents;

Establishes and implements a set of handling procedures for museum objects/artifacts; trains seasonal staff on these procedures and ensures that procedures are followed by all staff members;

Provides clerical assistance to Parks Administration as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of local history as it pertains to the County's museums and their contents; good knowledge of museum operational procedures and management; good knowledge of financial accounting and recordkeeping practices; good knowledge of office equipment and procedures; ability to plan and coordinate tours and special events; ability to communicate effectively both orally and in writing; ability to develop and maintain cooperative working relationships among and between volunteers, staff and the public; ability to design and produce effective promotional materials; diplomacy; resourcefulness; patience; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Architecture; Archeology; History; Museums, Archives and Public History; Museum Studies; or Education; and one (1) year of paid or volunteer experience in a museum setting* or in the field of history, archeology or related field; OR
- (B) Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and three (3) years of experience as outlined above.

SPECIAL REQUIREMENT:

Must possess and maintain a valid driver's license.

***NOTE:** Experience in a museum setting where the primary function is retail sales and/or clerical work is considered non-qualifying.