Class Title: Exhibits Manager/Designer

BRIEF DESCRIPTION OF THE CLASSIFICATION:
Develops and implements the museum’s exhibit plan and oversees the exhibits staff.

ESSENTIAL FUNCTIONS:
This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

<table>
<thead>
<tr>
<th>Physical Strength Code</th>
<th>ESSENTIAL FUNCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 L</td>
<td>Develops and implements the museum’s exhibit plan; leads in the development of the annual and multi-year exhibit plan; responsible for all aspects of exhibit planning, design, construction and installation including contract administration.</td>
</tr>
<tr>
<td>2 L</td>
<td>Manages projects and supervises exhibits staff; coordinates technical staff assistance from other divisions.</td>
</tr>
</tbody>
</table>
### CLASS REQUIREMENTS:

<table>
<thead>
<tr>
<th>CLASS REQUIREMENTS</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal Education / Knowledge</td>
<td>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor’s degree or equivalent.</td>
</tr>
<tr>
<td>Experience</td>
<td>Three years of experience with museum exhibits or related experience.</td>
</tr>
<tr>
<td>Certifications and Other Requirements</td>
<td>Valid Driver’s License may be required depending on assignment.</td>
</tr>
<tr>
<td>Reading</td>
<td>Work requires the ability to read publications and technical manuals.</td>
</tr>
<tr>
<td>Math</td>
<td>Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.</td>
</tr>
<tr>
<td>Writing</td>
<td>Work requires the ability to write exhibit text, exhibit descriptions, performance evaluations and requests for proposals.</td>
</tr>
<tr>
<td>Managerial</td>
<td>Managerial responsibilities include developing and coordinating exhibit project management.</td>
</tr>
<tr>
<td>Budget Responsibility</td>
<td>Does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size (programs, activities, projects or small organizational units).</td>
</tr>
<tr>
<td>Supervisory / Organizational Control</td>
<td>Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.</td>
</tr>
<tr>
<td>Complexity</td>
<td>Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.</td>
</tr>
<tr>
<td>Interpersonal / Human Relations Skills</td>
<td>Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.</td>
</tr>
</tbody>
</table>
OVERALL PHYSICAL STRENGTH DEMANDS:

<table>
<thead>
<tr>
<th>Sedentary</th>
<th>Light</th>
<th>Medium</th>
<th>Heavy</th>
<th>Very Heavy</th>
</tr>
</thead>
<tbody>
<tr>
<td>S = Sedentary</td>
<td>L = Light</td>
<td>M = Medium</td>
<td>H = Heavy</td>
<td>VH = Very Heavy</td>
</tr>
<tr>
<td>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time</td>
<td>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.</td>
<td>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.</td>
<td>Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.</td>
<td>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.</td>
</tr>
</tbody>
</table>

PHYSICAL DEMANDS:

<table>
<thead>
<tr>
<th>PHYSICAL DEMANDS</th>
<th>FREQUENCY CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td>F</td>
<td>Designing, maintaining and working with museum exhibits; presentations.</td>
</tr>
<tr>
<td>Sitting</td>
<td>F</td>
<td>Designing, maintaining and working with museum exhibits</td>
</tr>
<tr>
<td>Walking</td>
<td>F</td>
<td>Designing, maintaining and working with museum exhibits</td>
</tr>
<tr>
<td>Lifting</td>
<td>R</td>
<td>Designing, maintaining and working with museum exhibits</td>
</tr>
<tr>
<td>Carrying</td>
<td>O</td>
<td>Designing, maintaining and working with museum exhibits</td>
</tr>
<tr>
<td>Pushing/Pulling</td>
<td>R</td>
<td>Designing, maintaining and working with museum exhibits</td>
</tr>
<tr>
<td>Reaching</td>
<td>O</td>
<td>Designing, maintaining and working with museum exhibits</td>
</tr>
<tr>
<td>Handling</td>
<td>O</td>
<td>Designing, maintaining and working with museum exhibits</td>
</tr>
<tr>
<td>Fine Dexterity</td>
<td>C</td>
<td>Computer keyboard, writing, telephone keypad</td>
</tr>
<tr>
<td>Kneeling</td>
<td>R</td>
<td>Maintaining and working with museum exhibits</td>
</tr>
<tr>
<td>Crouching</td>
<td>R</td>
<td>Maintaining and working with museum exhibits</td>
</tr>
<tr>
<td>Crawling</td>
<td>R</td>
<td>Maintaining and working with museum exhibits</td>
</tr>
<tr>
<td>Bending</td>
<td>O</td>
<td>Maintaining and working with museum exhibits</td>
</tr>
<tr>
<td>Twisting</td>
<td>R</td>
<td>Maintaining and working with museum exhibits</td>
</tr>
<tr>
<td>Climbing</td>
<td>R</td>
<td>Maintaining and working with museum exhibits</td>
</tr>
<tr>
<td>Balancing</td>
<td>R</td>
<td>Maintaining and working with museum exhibits</td>
</tr>
<tr>
<td>Vision</td>
<td>C</td>
<td>Computer, desk work, writing, reading, observations, use of office equipment, driving</td>
</tr>
<tr>
<td>Hearing</td>
<td>C</td>
<td>Telephone, co-workers, staff, supervisors, meetings, presentations</td>
</tr>
<tr>
<td>Talking</td>
<td>C</td>
<td>Telephone, co-workers, staff, supervisors, meetings, presentations</td>
</tr>
<tr>
<td>Foot Controls</td>
<td>R</td>
<td>Driving</td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This is a description of the way the job is currently performed; it does not address the potential for accommodation.
MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:
Computer, drafting table, Standard Microsoft Windows and Office software, graphics software, telephone, digital camera

ENVIRONMENTAL FACTORS:

<table>
<thead>
<tr>
<th>HEALTH AND SAFETY</th>
<th>ENVIRONMENTAL FACTORS</th>
<th>PRIMARY WORK LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Hazards</td>
<td>S Dirt and Dust</td>
<td>Office Environment</td>
</tr>
<tr>
<td>Chemical Hazards</td>
<td>S Extreme Temperatures</td>
<td>Warehouse</td>
</tr>
<tr>
<td>Electrical Hazards</td>
<td>S Noise and Vibration</td>
<td>Shop</td>
</tr>
<tr>
<td>Fire Hazards</td>
<td>S Fumes and Odors</td>
<td>Vehicle</td>
</tr>
<tr>
<td>Explosives</td>
<td>N Wetness/Humidity</td>
<td>Outdoors</td>
</tr>
<tr>
<td>Communicable Diseases</td>
<td>N Darkness or Poor Lighting</td>
<td>Other (see 2 below)</td>
</tr>
<tr>
<td>Physical Danger or Abuse</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

Other (see 1 below)

PROTECTIVE EQUIPMENT REQUIRED:
None

NON-PHYSICAL DEMANDS:

<table>
<thead>
<tr>
<th>NON-PHYSICAL DEMANDS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Pressures</td>
<td>F</td>
</tr>
<tr>
<td>Emergency Situations</td>
<td>R</td>
</tr>
<tr>
<td>Frequent Change of Tasks</td>
<td>F</td>
</tr>
<tr>
<td>Irregular Work Schedule/Overtime</td>
<td>C</td>
</tr>
<tr>
<td>Performing Multiple Tasks Simultaneously</td>
<td>F</td>
</tr>
<tr>
<td>Working Closely with Others as Part of a Team</td>
<td>C</td>
</tr>
<tr>
<td>Tedious or Exacting Work</td>
<td>F</td>
</tr>
<tr>
<td>Noisy/Distracting Environment</td>
<td>R</td>
</tr>
<tr>
<td>Other (see 3 below)</td>
<td></td>
</tr>
</tbody>
</table>

(1)
(2)
(3)