

Class Title: Curator

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Manages the museum collections and special exhibits which include research, interpretation, acquisition, display and conservation of artifacts, and research, design, fabrication, installation and maintenance of exhibits. Supervises security and clerical personnel. Maintains records.

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.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages the museum collection by maintaining all necessary paperwork, monitoring environmental conditions of the storage rooms, museum and theatre, conserving or ensuring conserving of all artifacts, maintaining inventory, and entering collection data.
2	L	Administers special exhibits by researching, designing, fabricating, installing and maintaining exhibits, determining budget allocation, writing descriptions or narratives for advertising purposes, creating and preparing exhibit guides.
3	L	Performs administrative functions by preparing reports, maintaining records, supervising staff and volunteers, ordering supplies, attending meetings, planning events, assisting in developing budgets and monitoring expenditures.
4	L	Provides public relations by providing information to the public, promoting the museum, attending special events, making presentations, conducting tours, and representing museum at ceremonies.

CSC Adopted: October 2001, CSC Revised: _____

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in history or museum studies. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience.
Certifications and Other Requirements	Valid Driver's License may be required depending on assignment.
Reading	Work requires the ability to read technical manuals, newsletters, various reports, correspondence, scholarly materials, and other related materials.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence, exhibits and exhibit guides, promotional materials, and reports.
Managerial	Managerial responsibilities include planning special projects and events.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	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. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. 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.

CSC Adopted: October 2001, CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

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

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Fabricating exhibits, taking inventory, supervision of staff, office equipment
Sitting	F	Computer, desk work, meetings
Walking	F	Conducting tours, special events, to/from office equipment
Lifting	F	Boxes, cases, cabinets, artifacts, boards, tools, vacuum
Carrying	F	Boxes, cases, cabinets, artifacts, boards, tools, vacuum
Pushing/Pulling	F	Fabricating exhibits, furniture, boxes, vacuum, tools
Reaching	F	Fabricating exhibits
Handling	F	Boxes, cases, cabinets, artifacts, boards, tools, vacuum
Fine Dexterity	F	Computer keyboard, telephone keypads, fabricating exhibits, tools
Kneeling	F	Fabricating exhibits
Crouching	F	Fabricating exhibits
Crawling	O	Fabricating exhibits
Bending	F	Fabricating exhibits
Twisting	F	Fabricating exhibits
Climbing	F	Ladders
Balancing	F	Ladders
Vision	C	Computer, desk work, fabricating exhibits, inspecting artifacts, supervision of staff, inventory
Hearing	C	Staff, supervisor, visitors, vendors, telephone, meetings
Talking	F	Staff, supervisor, visitors, vendors, telephone, meetings
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, mat cutter, power tools, hand tools, light meter, thermometer, exacto knife and roller, t-square, level, iron, scissors, needle, vacuum, computer, laser or inkjet printer, scanner, Standard Microsoft Windows and Office software, WordPerfect, Photo Editor, Photo Deluxe, Paint, Print Sierra, Rediscovery

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	S	Dirt and Dust	M
Chemical Hazards	S	Extreme Temperatures	M
Electrical Hazards	S	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

- (1)
- (2) Museum

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, gloves

NON-PHYSICAL DEMANDS:

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

- (3)