

Class Title: Education Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Leads, develops and implements all educational activities for the facility. This includes programming, educational goals and mission, staffing issues, printed materials and community/school/scout connections.

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	S	Administers programs by conducting research and development, using internet and phone calls to network and order materials, organizing props and equipment, writing scripts and procedures, piloting and refining activities, presenting, scheduling and organizing programs.
2	L	Performs administrative duties by attending grants and fundraising meetings, maintaining necessary paperwork, writing and developing marketing and public relation articles and materials, making media appearances, and conducting community relations meetings. Develops, implements and monitors social media content.
3	S	Supervises personnel by interviewing, hiring, evaluating, developing, training and disciplining personnel, scheduling and assigning tasks, and supervising work output.
4	L	Coordinates educational events for teacher meetings, scout activities and special groups by communicating with school administrators to develop and present district-wide programs, and promoting activities to seek new audiences for museum programs.

CSC Adopted: October 2001; CSC Revised: October 2017

CLASS REQUIREMENTS:

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Formal Education / Knowledge	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.
Experience	Three years experience in management of the information science education field.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read trade publications, journals, lesson plans, and 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 scripts, meeting agendas, promotional materials, various reports, and documents.
Managerial	Managerial responsibilities include developing programs, establishing goals, hiring and evaluating employees, and coordinating activities.
Budget Responsibility	Performs research for documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
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 is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
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: October 2017

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	O	Demonstrations, workshops, outreach programs events
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	O	Between programs, visitor interaction, floor activities
Lifting	O	Office supplies, office equipment, presentation materials, props
Carrying	F	Office supplies, office equipment, presentation materials, props
Pushing/Pulling	O	Tables, floor carts, outreach carts, writing boards
Reaching	O	Props, meeting and program materials, office supplies, office equipment
Handling	O	Office supplies, office equipment, presentation materials, props
Fine Dexterity	F	Computer keyboard, calculator, holding or manipulating program props
Kneeling	R	Program or event setup, working with props
Crouching	R	Program or event setup, working with props
Crawling	N	
Bending	O	Program or event setup, working with props, demonstrations, workshops, teacher meetings, outreach events
Twisting	O	Program or event setup, working with props, demonstrations, workshops, teacher meetings, outreach events
Climbing	O	Stairs, ladder
Balancing	R	Program or event setup, ladder
Vision	C	Computer, desk work, reading, working with props, program or event setup, meetings, visitor interaction
Hearing	C	Telephone, staff, supervisor, citizens, program or event attendees, meetings, training, demonstrations
Talking	C	Telephone, staff, supervisor, citizens, program or event attendees, meetings, training, demonstrations
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, vacuum pump, pressure gauge, dewars tank, hydrogen/oxygen cylinders, outreach van, motor vehicle, walkie/talkie radio, pager, cellular telephone, Jacobs ladder, electrostatic generator, chemical glassware, TV/VCR, laser, meteorological tools, live animals, magnet, tuning forks, Standard Microsoft Windows and Office software, Internet/Intranet, Vista, Norton Anti-virus, chemicals, high voltage electrical equipment, fire extinguisher, science center props

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	M	Dirt and Dust	N
Chemical Hazards	M	Extreme Temperatures	M
Electrical Hazards	M	Noise and Vibration	M
Fire Hazards	M	Fumes and Odors	M
Explosives	M	Wetness/Humidity	S
Communicable Diseases	S	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) Classrooms, workshops, meeting rooms

PROTECTIVE EQUIPMENT REQUIRED:

Chemistry lab goggles, rubber gloves, thermo gloves, earplugs

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	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)