

Adopted: September 2001, Revised: _____

Class Title: MacArthur Memorial Director

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Directs the operations of the Mac Arthur Memorial Museum and Historical Center. Develops, promotes and presents historical programs, exhibits, activities, and events for the public. Supervises the maintenance of real property and the preservation of historical artifacts and documents.

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 staff by conducting interviews, preparing reports, reviewing correspondence, and monitoring the performance of duties.
2	S	Plans and promotes special events by developing concepts and designing plans, raising funds, monitoring the operation of programs, conducting speaking engagements, participating in interviews, and conducting tours.
3	L	Monitors the budget and maintains real property by assisting with the development of the operating budget, monitoring expenditures, and coordinating services to buildings and equipment.
4	S	Directs daily operations by supervising professional staff and coordinating support from internal city departments and external vendors and contractors.

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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	Five years' experience in museum management.
Certifications and Other Requirements	Valid Driver's License may be required.
Reading	Work requires the ability to read historical documents, managerial reports, legal documents, contracts, performance reports, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, fact sheets, historical papers, memorandum, and general correspondence.
Managerial	Managerial responsibilities include planning and managing the budget, supervising the professional staff, and planning and promoting special events.
Budget Responsibility	Responsible for the final approval of one departmental budget and presents the budget to the Budget Office and Senior Management and is authorized to approve budgeted expenditures up to the amount that requires the approval of Senior Management.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
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. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. 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.

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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	Copier, fax machine, filing, working at exhibit, presentations, programs, public events, supervision, observations
Sitting	F	Computer, desk work, answering telephone, meetings, interviews
Walking	F	Inter-office, to/from City Hall, to/from Scope and other event locations
Lifting	F	Office supplies, files, books, manuals, boxes, artifacts, photos, tools
Carrying	F	Office supplies, files, books, manuals, boxes, artifacts, photos, tools
Pushing/Pulling	F	Boxes, artifacts
Reaching	F	Boxes, books, artifacts
Handling	F	Office supplies, files, books, manuals, boxes, artifacts, photos, tools
Fine Dexterity	F	Computer keyboard, calculator, writing, handling artifacts
Kneeling	O	Moving boxes, books and artifacts
Crouching	O	Moving boxes, books and artifacts
Crawling	N	
Bending	O	Moving boxes, books and artifacts
Twisting	N	
Climbing	F	Stairs
Balancing	N	
Vision	C	Computer, desk work, reading, writing, supervision, exhibit work, presentations, programs, public events, interviews
Hearing	C	Telephone, co-workers, staff, supervisors, various department personnel from Communications, Finance, Civic Facilities, various vendors, leadership team, general public, presentations, meetings, interviewee
Talking	F	Telephone, co-workers, staff, supervisors, various department personnel from Communications, Finance, Civic Facilities, various vendors, leadership team, general public, presentations, meetings, interviewee
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, construction tools for exhibits, Internet/Intranet, Standard Microsoft Windows and Office software

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		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Dirt and Dust	M	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse	--
Electrical Hazards	N	Noise and Vibration	N	Shop	--
Fire Hazards	N	Fumes and Odors	M	Vehicle	X
Explosives	N	Wetness/Humidity	N	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	N				
Other (see 1 below)	N				

- (1)
- (2) Special program site

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
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	O
Noisy/Distracting Environment	N
Other (see 3 below)	N

- (3)