



Job Description

Museum Manager

Pay Grade: G10

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Five (5) years of related experience.

Minimum Education Requirements: Bachelor's degree in History, Museum Studies, or a related field.

Department: Recreation.

Direct Supervisor: Recreation Director.

Supervisory Responsibility: Direct (3); Indirect (x)

Primary Work Location: Works inside in an office setting and outside.

Certification: Valid State of Florida driver's license. Passport Agent certification.

Job Summary: Responsible for directing all staff and division functions, including long- and short-range planning, budget development, collections, exhibits, and staff management in operating the City Museum.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Supervise the care and maintenance of 5 buildings and 3-acre grounds.
- Plan and update Division's Five-Year Strategic Plan and Five-Year Building and Grounds Improvement Plan for growth and future development.
- Carry out supervisory/managerial responsibilities in accordance with City policies and procedures including interviewing, training, planning, assigning, and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Design and implement public relations activities designed to increase awareness of museums and promote local recreational opportunities through effective marketing, public events, public speaking, off site exhibitions, and promotional packets.
- Attend seminar training programs and sit on several local non-profit boards to function as advisor.
- Maintain professional job-related memberships in federal national and regional organizations.
- Set policy and procedure needed for the care and preservation of the artifact collection.
- Respond to queries concerning the collections and requests for inter-facility artifact loans.
- Work with staff to create interpretive exhibits and conduct periodic artifact inventory review, artifact Insurance review, artifact reconstruction and conservation reviews.
- Present specialized educational programming for school and community organizations; conduct off-site outreach educational programming, guided tours, and promotional outings.
- Train staff and volunteers in museum operation, educational programs, exhibits, hurricane preparation, and archaeology.
- Prepare written materials design graphics and handle correspondence with emphasis on technical manipulation of financial archaeological and scientific materials



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- Act as advisor to the Friends of the Museums, Inc. support organization.
- Perform U.S. Passport Acceptance Application agent duties.
- Prepare, administer, and monitor Division budget and oversee the development and administration of grants as directed.
- Prepare reports and recommendations regarding museum operations using a variety of computer software, i.e., Microsoft Word, Excel, Internet, and e-mail programs.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- History, anthropology, archeology, and basic sciences.
- Museum administration/management.
- Site and project management.
- Modern office practices and procedures.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Bookkeeping and office skills.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Work in a team approach.
- Meet and deal courteously with the general public.
- Prepare and deliver public speaking presentations.
- Use discretion regarding privileged information and sensitive cultural issues.
- Effectively train and supervise personnel.
- Fund raising and grant writing.
- Complete a pre-employment physical and drug screening requirement.

Physical Demands

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.



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- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date