

HISTORIC SITES INTERPRETATIONS SUPERVISOR

This is administrative and managerial work in directing the development of the interpretive educational and public programs of the state-owned historic sites.

Employee supervises a staff of professional employees that provide statewide consultation and advice to the site managers in various specialties of site interpretation. Work involves overseeing the research and development of historical interpretive programs at existing and proposed sites. Under administrative direction of the State Historic Sites Administrator, employee directs the research and planning for proposed future sites or upgrading and enhancement of exhibits and interpretive aspects of existing sites and directs the development of standards for interpretative and visitor services at the sites. Employee coordinates the work of the interpretations staff who specialize in areas such as education, special programs, research, audio-visual, or publications and operate in teams to perform planning of development or enhancements to site interpretive programs. Employee performs related work as required.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee participates with the management team of the section to determine long-range planning and priorities for the development of future sites and the enhancement of interpretive exhibits and programs at existing sites. Employee oversees the teams of interpretations specialists that develop individual site plans through the involvement of site managers, archaeologists, property development staff, and operations personnel.

Organizing and Directing - Employee establishes the responsibilities of the positions in the interpretations unit and develops changes or growth in staffing based on long-range goals and needs of the section. Employee determines appropriate project assignments based on the specific goals and objectives of the projects.

Budgeting - Employee evaluates and justifies budgetary needs based on previous year's expenditures and planned projects for the coming year. Employee oversees interpretations staff who monitor the expenditures for their areas of specialization and assist in projecting future budgetary needs.

Training - Employee determines staff development needs for the interpretations unit staff and site interpreters, researches potential sources of training, and recommends in-house training or outside sources of training. Employee develops standards for interpretive aspects of the sites and ensures that training is available to provide development of staff.

Setting Work Standards - Employee develops standards for individual work performance in the unit according to established policies and procedures. Employee oversees the development of standards and procedures for interpretation of sites and ensures that site interpretive and visitor services are monitored to determine deficiencies and that plans are developed for improvement.

Reviewing Work - Projects of the interpretations staff are discussed when assigned to define the project, establish goals and timeframes, and identify potential concerns. Work is discussed in progress as problems arise and reviewed upon completion to assure that overall section goals and policies are met.

Counseling and Disciplining - Employee resolves minor complaints and problems through discussion with subordinates. Serious actions are discussed with the section administrator to determine actions and ensure that established procedures are followed.

Performing Other Personnel Functions - Employee makes decisions in the selection, appraisal, promotion, dismissal, and salary adjustments of interpretations staff and justifies decisions to the section administrator.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is relatively stable in nature with changes primarily occurring as priorities are re-defined or situations requiring unexpected actions take precedence.

Variety of Work Supervised - Employee supervises a staff of interpretations specialists that provide expertise in various interpretive aspects of historic sites including research, special programs, artifacts, audio-visuals, or publications.

Number of Employees Responsible For - Employee typically supervises eight professional employees.

III. EXTENT OF SUPERVISION RECEIVED: Employee discusses new projects or extreme problems with the section administrator prior to proceeding with implementation of the project or resolution. Most work is not reviewed except upon completion to ensure that program goals and objectives of the section are being met. Employee coordinates with property development, archaeology, and operations staff to implement projects requiring their expertise.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - N/A

Fluctuating Work Force-- N/A

Physical Dispersion of Employees - Projects require employees to travel frequently to the sites around the state.

V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - Extensive knowledge of North Carolina and American history. Extensive knowledge of reference sources of historical materials. Thorough knowledge of modern development and trends relating to history and historical research. Ability to supervise and review the work of others. Ability to establish long-term goals, budget requirements, and priorities for projects. Ability to negotiate with other professional staff to establish project plans and schedules. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships.

Minimum Training and Experience Requirements - Master's degree in history, history museum studies, or a closely related field and five years of progressive experience in a historical agency; or graduation from a four-year college or university with a degree in history or a closely related field and six years of progressive experience in a historical agency; or an equivalent combination of training and experience.