

ARCHIVES AND HISTORY REGIONAL SUPERVISOR

This is administrative and managerial work in directing the services of a regional office of the Division of Archives and History.

Employees oversee the various aspects of the division on a regional basis and ensure that requests for consultation from local historical organizations, museums, or other cultural agencies are handled through staff follow-up or referral to specialists from the division offices. Employees serve as consultants or leaders of the teams of specialists in the office when consultation projects require a mixture of specializations. Typically, specializations in the office include museum exhibit development, photography, historic properties surveys, historic structure restoration, records management, and archaeology. Employees will administratively supervise specialists in these areas assigned to the region, but expect technical direction from the sections of the division for specifics of the specialization. Employees will represent the division director with local historical organizations or government officials that seek guidance on matters pertaining to cultural resources. Employees perform related duties as required.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees develop long-range plans for the regional office to provide services of the Division of Archives and History to local government and historical agencies in the region. Services may include coordination and consultation on specific projects such as museum exhibits, historic properties surveys, restoration of historic structures, archives and records administration, or archaeological resources management. Employees establish and develop public contacts and determine expansion of services or areas of weaknesses in the services provided.

Organizing and Directing - Employees administratively supervise the employees of the regional office that technically report to supervisors of specialized areas in other sections of the division. Employees coordinate the work of the various specializations in the regional office as specific projects require such expertise.

Budgeting - Employees evaluate and justify operating budget needs for the regional office based on previous year's expenditures and planned projects for the coming year. Employees monitor the expenditures and justify unexpected situations and spending requirements to section administrators or the division director to request supplemental funds.

Training - Employees encourage staff development through research of potential sources of training and recommend potential in-house training or outside sources of training.

Setting Work Standards - Employees develop standards for individual work performance in the unit according to established policies and procedures. For positions that technically report to other sections, employees provide input to supervisors in the other sections as requested regarding employee performance and expectations.

Reviewing Work - Projects of the regional staff under the employees' immediate supervision are subject to review upon completion or during the project as problems arise requiring discussion or clarification by the employees. Overall services of the regional office are evaluated as to the effectiveness of operation and the quality of services provided.

Counseling and Disciplining - Employees resolve minor complaints and problems through discussion with subordinates. Serious actions are discussed with the section administrators and the division director to determine actions and ensure that established procedures are followed.

Performing Other Personnel Functions - Employees make decisions in the selection, appraisal, promotion, dismissal, and salary adjustments of the regional staff under their immediate supervision and provide input as requested by supervisors from the other sections.

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 - Employees supervise a staff of professional specialists that provide services of the Division of Archives and History.

Number of Employees Responsible For - Employees typically supervise four to eight professional and clerical employees.

III. EXTENT OF SUPERVISION RECEIVED: Employees discuss new projects or extreme problems with the section administrator or the division director 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 division are being met.

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 around the state.

V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - Extensive knowledge of the programs and services of Division of Archives and History. Extensive knowledge of North Carolina and American history. Ability to organize and direct projects requiring specialized services. Ability to communicate effectively in oral and written form. Ability to supervise and coordinate the work of others. Ability to establish and maintain effective working relationships.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a degree in history or a closely related field and five years of progressive experience in a historical agency including experience in a supervisory capacity; or an equivalent combination of training and experience.