

HISTORIC SITES OPERATIONS SUPERVISOR

This is administrative and managerial work in directing the operation, maintenance, and development of the state-owned historic sites.

Under administrative direction of the State Historic Sites Administrator, employee supervises the managers of the sites, a crew of craftworkers that perform construction and maintenance at the sites, and a central office administrative staff. Employee develops budget recommendations and monitors budget activities throughout the year and determines staffing needs at existing and future sites. Through coordination with the site managers, the employee develops long-range plans for physical restoration or enhancement and interpretive programming of the sites. Employee has significant public contact with high level officials and public interest groups throughout the state to coordinate and facilitate the operation of the sites. Employee performs related duties as required.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee directs the operational planning for the state-owned historic sites. Employee coordinates with interpretations, property development, and archaeology staff to provide input and support from site managers in assisting with the development of plans for physical and interpretive improvements for the sites. Employee oversees the involvement of site managers with site support groups and local historical associations to determine, develop, and implement maintenance programs, interpretive plans, special events, and fund-raising activities. Employee participates with site managers in determining priorities from the planning process and developing budgetary and funding aspects.

Organizing and Directing - Employee determines the staffing needs of developing sites based on the interpretive and physical plans developed by the section's staff. Employee determines staffing needs of existing sites with the managers based on projected growth in interpretive programs, maintenance activities, visitation, and upcoming special events. Statewide priorities and shifting of staff and assignments are determined to meet program objectives.

Budgeting - Employee develops the statewide operating budget based on input from site managers who determine projections based on previous expenditures and projected physical needs and program changes. Employee determines priorities of budget requests from all sites based on actual budget allotments. Unexpected situations are referred from the site managers for assistance with alternative funding to address short-term needs.

Training - Employee oversees the development of staff at the sites based on input on specific needs from the managers. Employee provides for in-house staff development training and identifies potential outside training that will meet development needs.

Setting Work Standards - Employee determines standards for work performance and review and ensures that individual plans for staff at the sites are developed according to departmental and state policies and procedures. For site managers, craftworkers, and administrative staff, employee develops individual plans for performance and review.

Reviewing Work - Employee monitors work through occasional site visits, activity reports, and discussion of unexpected or problem situations. Construction and maintenance performed by the craftworkers is monitored by periodic review and discussion of problems as they arise. Administrative staff review is more frequent in overseeing budgetary matters, purchases, staff development, and administrative functions.

Counseling and Disciplining - Employee ensures that site managers follow established procedures in resolving minor complaints and problems with employees. Serious disciplinary actions at the sites and all problems involving administrative staff and craftworkers are handled by this employee. Serious actions are discussed with the section administrator.

Performing Other Personnel Functions - Employee reviews the recommendations of site managers in the selection, appraisal, promotion, dismissal, and salary adjustment of employees to ensure that proper procedures are followed. Employee makes decisions in the selection, appraisal, promotion, dismissal, and salary adjustment of site managers, craftworkers, and administrative staff.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is relatively stable in nature with changes primarily resulting from situations such as unexpected repairs or maintenance, budgetary cutbacks, or personnel turnover. Work may vary to adapt to changes in staffing, expenditures for unexpected situations, or public acceptance of the program.

Variety of Work Supervised - Employee supervises a staff of site managers, craftworkers, and administrative office staff that perform operational, maintenance, and interpretive functions in managing the operation of the state-owned historic sites.

Number of Employees Responsible For - Employee supervises approximately 100 site managers, interpreters, craftworkers, and maintenance and administrative staff.

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

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Historic sites are open to the public on weekends and holidays which requires the operation of shifts. Special events require frequent weekend or evening work by the site managers and other staff.

Fluctuating Work Force - N/A

Physical Dispersion of Employees - Historic sites are located throughout the state which adds difficulty to on-site review and monitoring.

V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - Extensive knowledge of North Carolina and American history. Considerable knowledge of methods, practices, tools, and equipment used in the maintenance and repair of buildings and historical structures. Considerable knowledge of business and personnel management. Ability to direct and coordinate the work of a large number of employees physically dispersed over a wide geographic area. 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, business administration, public administration, 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.