

HISTORIC SITE MANAGER I

This is administrative and supervisory work in the operation, maintenance, and interpretive development of a smaller, less dynamic or developing historic site.

Employees supervise a small staff of permanent, temporary and seasonal employees engaged in the interpretation and maintenance aspects of the site. Work involves overseeing the physical operation and development of interpretive programs, coordinating the renovation and restoration of buildings on the site and performing related work as required. Work involves contact with local historical groups, site support groups, volunteers, and the general public to interpret and promote the historic significance of the site. Work is performed independently and is evaluated periodically by the Operations Chief of the Historic Sites Section. This classification also recognizes assistant manager roles at larger, more dynamic sites that require the manager to delegate significant budgetary and operational responsibilities to these positions.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees annually plan interpretive programs, special events, maintenance, and restoration projects and determine equipment, material, and manpower needs to meet the projected goals and deadlines. Employees prioritize renovation and restoration projects based on the overall interpretive needs of the site.

Organizing and Directing - Employees direct the daily operation of the site and determine work assignments of permanent and temporary staff during daily operation and coordinate volunteer groups and staff at special events based on the priorities of public service.

Budgeting - Employees evaluate and justify budgetary needs based on the previous years expenditures, inflation factors, and projected operational, maintenance, and restoration needs. Employees monitor the budget on a daily basis and discuss line item changes and unexpected, large expenditures with supervisor.

Training - Employees provide standards and procedures for on-the-job training in interpretive techniques and maintenance activities. Employees recommend job related training courses to enhance or develop interpretive and maintenance skills of the staff.

Setting Work Standards - Employees develop individual work standards and assure that work performed is in accordance with established policies and guidelines of the department. Employees may make changes in procedures and guidelines to respond to unexpected changes in work plans.

Reviewing Work - Projects of subordinates are discussed when assigned to determine appropriate methods and procedures. Work is discussed in progress as problems arise and work is reviewed upon completion for technical accuracy.

Counseling and Disciplining - Employees resolve minor complaints and problems through discussions with subordinates. Serious disciplinary actions are recommended and discussed with supervisor.

Performing Other Personnel Functions - Employees make recommendations in the selection, appraisal, promotion, dismissal, and salary adjustments of permanent employees.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is relatively stable in nature with changes primarily occurring as special events are developed or as daily tours are changed to enhance the interpretive program of the site. Developing sites are subject to more significant change as facilities and interpretive programs are added.

Variety of Work Supervised - Employees supervise permanent and temporary staff in the performance of the interpretation and grounds work associated with the operation of the site.

Number of Employees Responsible For - Employees generally supervise one to two permanent and two temporary employees, although this varies from site to site.

III. EXTENT OF SUPERVISION RECEIVED: Daily work activities are performed independently and are reviewed by the Operations Chief through activity reports and periodic on-site inspections. Employees receive guidance as new projects are assigned or significant programmatic changes occur. Disciplinary problems, budget requests, restoration and renovation projects, or interpretive changes are discussed with the Operations Chief and other appropriate section personnel for technical and administrative guidance.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Historic sites are open to the public on weekends and holidays which requires supervision of shifts. Temporary and volunteer employees are added to the work force as seasons and events demand.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of North Carolina history. Considerable knowledge of the methods, practices, and tools used in grounds and building maintenance. Knowledge of the principles and practices of business management. Ability to plan, supervise and direct the work of subordinate employees. Ability to maintain records and prepare routine reports. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships with staff, local organizations, and governmental organizations.

Minimum Training and Experience Requirements - Graduation from a four-year college with a major in history or a field specifically related to the site of employment; or an equivalent combination of education and experience.