

NATURAL SCIENCE RESEARCH CURATOR III

This is technical and supervisory work in planning and directing activities of a research and collections section of the N. C. State Museum of Natural Science.

Employee supervises and coordinates the work of a staff of curators and technicians; provides practical and technical input to other phases of the museum's total program. Responsibilities include initiating plans for new areas of research, developing programs for the orderly expansion of museum collection, editing and writing scientific research papers and articles, and conducting independent research in a specialty area. Employee serves as editor of the scientific journal *Brimleyana* which involves soliciting, coordinating, and editing manuscripts for the journal. Work is performed independently under the general direction and guidance of the museum director, and is evaluated through periodic discussions and through observation of program effectiveness.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee is responsible for planning sectional goals and research projects with input from subordinate curators on a five-year basis. Employee also determines the best utilization of staff, space, and available resources to meet these goals. Work requires justifying any sectional plans and objectives within the overall museum scheme and mission.

Organizing and Directing - Employee alters work assignments and work flow based on daily needs and requirements to accommodate priorities and plans. Any major changes which may impact on the museum must be approved by the director.

Budgeting - Employee evaluates the section's needs and determines priorities based on program objectives. Employee formulates budget proposals for programs, which include expansion, personnel, and inventory needs; and justifies and recommends these needs to the museum director for final approval.

Training - Employee evaluates training needs of staff and provides on-the-job training through seminars and workshops for their professional growth. Employee also presents talks to public schools, clubs, and at national and regional meetings.

Setting Work Standards - Employee initiates new areas of research to provide for a more effective resource response to the needs of the scientific community. Employee assures that access to systematic collections and data files is in accordance with good curatorial practice. Employee arranges for periodic transfer of data from collections to State Archives in the form of microfilm records. Employee maintains handbook of operational procedures and techniques that formalize current practices which involve accessioning, cataloging, labeling, and data files.

Reviewing Work - Employee reviews curators' work through quarterly inspections of collections and data files maintained by the curators and requires written progress reports on specific requests. Employee edits all scientific papers and interpretive articles written by staff prior to submission for publication. Employee edits interim and final copy for exhibit labels prepared by his staff.

Counseling and Disciplining - Employee's responsibilities regarding disciplinary actions include holding discussions with employees and issuing written warnings. Serious conflicts are referred to director for further action.

Performing Other Personnel Functions - Employee works with staff curators in interviewing, selection, promotion, and salary adjustments. Employee recommends hiring and dismissals to museum director for final review by the assistant commissioner.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Museum emphasis is changing toward the educational and informational aspects. This shift, in turn, is creating a change in the role of systematic collections, research projects, and publications, and may require periodic changes in research methods and techniques.

Variety of Work Supervised - Employee administratively and technically supervises a staff working in areas of vertebrate and invertebrate research.

Number of Employees Responsible For - 8.

III. EXTENT OF SUPERVISION RECEIVED: Considerable independence in performing daily work functions. Discusses matters having organizational impact with director.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of natural history of North Carolina. Considerable knowledge of principles and practices of scientific research. Considerable knowledge of procedures and requirements for scientific publication. Considerable knowledge of museum exhibition and educational techniques. Ability to plan, supervise, and evaluate the work of a staff of curators and technicians. Ability to plan and conduct original research in natural science specialty areas, and to prepare related scientific papers and interpretive articles: Ability to establish and maintain effective working relationships with public and private groups and individuals.

Minimum Education and Experience - Master's degree in biology, zoology, botany, or other natural science curriculum or related field and four years of progressively responsible experience, preferably in a natural science museum program; or an equivalent combination of education and experience.