

## BATTLESHIP MEMORIAL DIRECTOR

### DESCRIPTION OF WORK

This is management and administrative work in directing the restoration and overall maintenance of the USS NORTH CAROLINA and promotion and exhibition of the Battleship Memorial. Employee serves as Director of the State's Memorial to its World War II dead. He is responsible for the planning and direction of a staff engaged in restoration, operation, maintenance and repair of the battleship, gift shop, canteen and structures comprising the Memorial complex. Broad public contact and insuring public safety are required. Work is independent in nature but is reviewed by the Battleship Commission under the overall supervision of the Department of Cultural Resources.

### EXAMPLES OF DUTIES PERFORMED

Directs the perpetuation of the memorial and exhibitory programs of the Battleship Memorial in accordance with naval customs and established program concepts.

Directs continuing restoration, maintenance and repair work on electrical, mechanical and plumbing equipment on board the ship; awards contracts in conformance with the state law in those areas beyond the competence of the staff to accomplish; establishes appropriate preventative maintenance schedules.

Directs ticket sales, Gift Shop and Canteen operations.

Supervises the preparation of financial reports, records and deposits in accordance with established banking procedures.

Reviews all employment applications; interviews and hires permanent and seasonal employees under the regulations established by the State Personnel Commission and under the authority of the Secretary of Cultural Resources.

Prepares operational and capital improvement programs and budgets, approves expenditure of funds, and authorizes purchases.

Makes presentations of the Battleship and related Memorial matters before civic and social groups; supervises preparation of information for use in news media and an advertising and promotional program; and maintains a close working relationship with the Navy Department in matters relating to maintenance and enhancement of the Battleship Memorial.

Serves as repository of USS North Carolina Battleship Commission files.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Considerable knowledge of the U. S. Navy Department and ability to establish and maintain relationships relevant to the continued needs of the Battleship Memorial.

Considerable knowledge of and experience in naval operations, naval history, ship engineering, and structural maintenance relevant to a capital warship.

Considerable knowledge and experience in financial management and budget preparation, and general knowledge of record keeping and business management.

Considerable public relations experience with a facility to speak before large groups and with media representatives.

Broad and specific knowledge of naval customs and traditions and an ability to explain and practice them as appropriate.

Ability to establish and develop an effective working relationship with other employees, with government offices at local, state and federal levels and with the general public as well.

Minimum Education and Experience

Graduation from a four-year college or university including or supplemented by completion of a naval officer training program resulting in a commission in the U. S. Navy. Completion of an active duty naval career as a senior unrestricted, line officer with the rank of Commander or higher.