

Class Concept

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 public to interpret and promote the historic significance of the site. Work is performed independently and is evaluated periodically by the site manager or sites regional operations manager. 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. 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. Employees may 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. Employees evaluate and justify budgetary needs based on the previous year's expenditures, inflation factors, and projected operational, maintenance, and restoration needs. Employees monitor the budget daily and discuss line item changes and unexpected, large expenditures with supervisor.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of the principles and practices of business management.
- Considerable knowledge of North Carolina history.
- Considerable knowledge of the methods, practices, and tools used in grounds and building maintenance.
- 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 Education and Experience

Bachelor's degree in history or a field specifically related to the site of employment from an appropriately accredited institution; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.