

Class Concept

This is administrative and supervisory work in the operation, maintenance, and interpretive development of a historic site. This level is distinguished from the Historic Site Manager I classification by the size of the physical site, the number of subordinate positions, the variety of work functions supervised, and the dynamics of the site as characterized by the development of interpretive programs. Employees supervise a 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, volunteers, and the public to interpret and promote the historic significance of the site. Work includes contact and consultation with support groups for fund-raising for special restoration or events.

Work is performed independently and is evaluated periodically by the Operations Chief of the Historic Sites Section. This classification also recognizes positions designated as assistant managers with total operational supervision of the site when the manager has significant involvement in matters external to the operation of the site. Employees are involved with support groups and local historical associations in developing the long-range plans for the development of the interpretive program of the site. This involvement includes the determination of fund-raising needs to meet the interpretive plans developed. 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. 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. 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

- 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 Education and Experience

Bachelor's degree in history or a field specifically related to the site of employment from an appropriately accredited institution and one year of experience in managing the operation of a historic site, in historical research or interpretation, or in a field specifically related to the site of employment; 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.