

### 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 II classification by the size of the physical site the number of subordinate positions, the variety of work functions supervised, the dynamics of the site as characterized by the development of interpretive programs, significant involvement with outside organizations and support groups, and the problems associated with maintenance and interpretation due to special interpretive equipment or aspects of the site.

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 significant contact and consultation with support groups that have a strong impact on fund-raising and interpretive focus. Work is performed independently and is evaluated periodically by the Operations Chief of the Historic Sites Section. Employees have significant involvement with support groups and local historical associations in developing the long-range plans for the development of the interpretive program and physical facilities 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 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. Employees have significant involvement with the budgets of support groups including development and implementation of fund-raising events. Employees develop individual work standards and assure that work performed is in accordance with established policies and guidelines of the department. Employees may, make change in procedures and guidelines to respond to unexpected changes in work plans. Work involves developing long-range plans through consultation and coordination of the site's support group under the general guidance of the goals established for the site by the section. Daily work activities are performed independently and are reviewed by the Operations Chief through activity reports and periodic on-site inspections. 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.

### 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 two years 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.