

### Class Concept

This is administrative, supervisory, and managerial work in directing the field operation and development of the state historic sites for a region of the State of North Carolina. Employees oversee the various aspects of the sites in a region and ensure that site operational needs for staffing and maintenance are met. The Regional Supervisor directs master planning and focused site issue planning across the region. Planning includes site construction, development, operational efficiency, collections exhibition and care, and program expansion. This position initiates, approves and directs collaborative programming between sites in the region. The Regional Supervisor reviews plans and approves activities related to events and joint programming. Each site preserves and interprets several historic homes, structures or underground tunnels. These sites have extensive furnishings on multiple levels. The Regional Supervisor supports and encourages a team effort of all sites in their region and across other regions of the state.

Employees consult with central division staff on renovation, restoration, and interpretive and programming aspects of the sites to establish statewide priorities. Employees review and approve final regional budget proposals usually from recommendations of site managers and justifies to top management and/or governing body. Employees are accountable for the execution of budget in compliance with fiscal policy. Employees may oversee the development of private revenue sources to enhance & supplement state funds to achieve development goals. Employees may direct grant writing efforts, particularly those involving multiple sites.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the programs and services of Division of Archives and History.
- Thorough knowledge of North Carolina and American history.
- Ability to organize and direct projects requiring specialized services.
- Ability to communicate effectively in oral and written form.
- Ability to supervise and coordinate the work of others.
- Ability to establish and maintain effective working relationships.
- Knowledge of business and personnel management; ability to supervise and review the work of others
- Demonstrated skill in fundraising
- Demonstrated ability to direct and coordinate the activities of a large historic sites operation in multiple locations; ability to establish and maintain effective working relationships
- Skill to interact with other professional staff, outside contractors and private supporters to establish project plans and schedules
- Ability to establish short-term and long-term goals, budget requirements, and priorities for projects
- Demonstrated ability to maximize cooperation between the public and private sectors and form partnerships for the collective good

#### Minimum Education and Experience

Bachelor's degree in history or a closely related field from an appropriately accredited institution and four years of progressive experience in a historical agency including experience in a supervisory capacity; or an equivalent combination of education and experience.