

I. DESCRIPTION OF WORK

Positions in this banded class perform administrative and managerial work in directing or assisting in directing a museum, planetarium, or historical site. Work involves providing administrative and technical direction to staff involved in the education, research, publication, exhibition, preservation and promotion of a museum, planetarium or historical site. Duties include short and long-range planning, establishing goals, determining staffing and budgetary needs, and developing policies and procedures relative to the administration of the facility programs. Positions have considerable public contact in promoting the facility activities, securing public and private support regarding programs and/or fundraising activities.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
Positions at this level typically serve as new Curatorial Directors. They are developing the full set of competencies required to perform the job.	Positions at this level serve as proficient Curatorial Directors, performing the full range of responsibilities.	Positions at this level serve as Curatorial Directors managing highly specialized and/or complex locations and programs.

III. COMPETENCIES

Competency	Definition
Knowledge - Professional	Skill and/or knowledge in specific assigned area(s) and ability to keep current with developments and trends in area(s) of expertise.
Planning and Organizing Work	Ability to develop plans to accomplish work operations and long-range goals and objectives. Ability to develop strategies to meet short-range objectives of work. Ability to arrange and assign work to use resources efficiently.
Business Administration	Knowledge of appropriate business practices and procedures. Ability to allocate resources, plan procurement and oversee budgets and contracts to ensure fiscal stability of the organization.
Human Resources Management	Knowledge of appropriate policies and procedures for recruiting, selecting, developing, counseling, disciplining, and evaluating performance of employees. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback. Ability to provide technical supervision of staff. Ability to develop plans for employees to gain necessary knowledge, skills, and abilities. Ability to plan and support employees in career development opportunities.
Building Partnerships	Ability to develop and use collaborative relationships to facilitate the accomplishment of program goals. Ability to identify opportunities and take action to build strategic relationships between the organization and public/private individuals and groups for the purpose of promoting facility activities, securing support for programs and fundraising activities.
Communication	Ability to present information to individuals or groups; ability to deliver presentations suited to the characteristics and needs of the audience. Ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Professional

Skill and/or knowledge in specific assigned area(s) and ability to keep current with developments and trends in area(s) of expertise.

Contributing	Journey	Advanced

Planning and Organizing Work

Ability to develop plans to accomplish work operations and long-range goals and objectives. Ability to develop strategies to meet short-range objectives of work. Ability to arrange and assign work to use resources efficiently.

Contributing	Journey	Advanced

Business Administration

Knowledge of appropriate business practices and procedures. Ability to allocate resources, plan procurement and oversee budgets and contracts to ensure fiscal stability of the organization.

Contributing	Journey	Advanced

Human Resources Management

Knowledge of appropriate policies and procedures for recruiting, selecting, developing, counseling, disciplining, and evaluating performance of employees. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback. Ability to provide technical supervision of staff. Ability to develop plans for employees to gain necessary knowledge, skills, and abilities. Ability to plan and support employees in career development opportunities.

Contributing	Journey	Advanced

Building Partnerships

Ability to develop and use collaborative relationships to facilitate the accomplishment of program goals. Ability to identify opportunities and take action to build strategic relationships between the organization and public/private individuals and groups for the purpose of promoting facility activities, securing support for programs and fundraising activities.

Contributing	Journey	Advanced

Communication

Ability to present information to individuals or groups; ability to deliver presentations suited to the characteristics and needs of the audience. Ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.

Contributing	Journey	Advanced

V. MINIMUM TRAINING & EXPERIENCE

Bachelor’s degree in a related discipline and two years of experience related to the area of assignment; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.