



POSITION VACANCY NOTICE
CITY OF KETCHIKAN

DATE: May 1, 2017

SPECIFICS

TITLE: MUSEUM DIRECTOR			
DEPARTMENT:	Museum	DIVISION:	
STATUS:	Regular Full-time	HOURS/DAYS:	Monday – Friday 8:00 AM – 5:00 PM With evenings & weekends
GRADE /STEP:	761 / A-K DOQ	DUTIES:	See attached job description
SALARY/MO:	\$5,059.07- \$5,871.24/month DOQ	UNION STATUS:	NO

SPECIAL REQUIREMENTS: Bachelor’s degree from an accredited college or university with major course work in U.S. History, Anthropology, Museology or related field. Ten years of increasingly responsible experience in coordinating, supervising, and administering the promotion, planning, implementation, and evaluation of museum programs including three years of management and administrative responsibility.

ADVERTISING REQUIREMENTS

POSITION IS: OPEN UNTIL FILLED
APPLICATIONS MUST BE RECEIVED BY CLOSING DATE
WHERE: Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/>
PUBLICATIONS: Ketchikan Daily News; Job Service; City Website

APPLICANT PROCESSING INSTRUCTIONS

FOR JOB APPLICATION AND COMPLETE JOB DESCRIPTION:
HUMAN RESOURCES (907) 228-5631 OR ON-LINE AT <http://www.ktn-ak.us/jobs>

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

MUSEUM DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Museum Department including care and growth of the collections, exhibits, education, and public programming; promotes a shared sense of community among Ketchikan residents; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City/General Manager.

The goal of the City of Ketchikan is to provide quality municipal services as efficiently and effectively as possible within guidelines established by federal and state law, the Charter of the City of Ketchikan, the Ketchikan Municipal Code and the citizens of Ketchikan as represented by the City Council. The Museum Director prepares and administers the department's operating and capital budget and manages a permanent staff in furtherance of the city's goals. On own initiative or by direction of the City Manager, the Museum Director ensures implementation of City Council policies and direction, and responds to recommendations of advisory boards by planning, implementing and evaluating department activities, programs and facilities. This includes maintenance and preservation of the extensive artifact collections and archives of local and regional history held by the City of Ketchikan and the Tongass Historical Society, as well as the Alaska Totems collection managed by the City. This also includes all maintenance and operations of the city's Centennial Building (used by 180,000 people annually) and Totem Heritage Center (visitation of 65,000 per annum), and the public's safety while in these buildings. The Museum Director must perform these duties in a manner that reflects positively on the City and the Department, and is responsible for maintaining a level of professional expertise and image that promotes efficient and effective use of the resources available to the Department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for all Museum Department services and activities including care and growth of the collections, exhibits, education, and public programming; establishes short and long range goals for the department consistent with city and department mission statements.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Museum Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements progressive discipline and termination procedures.
7. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Plans the programs and operations of the department to meet the department's short and long range goals; directs and controls the operation of the department in order to implement department goals and programs.
9. Advises on scheduling, content, and design of exhibitions; participates in exhibit production as necessary.
10. Advises on and participates in collections management issues and activities.
11. Advises on and participates in programming and education activity, design, and production of publications.
12. Prepares, reviews, and oversees contracts for professional and other services provided to the Department; writes and reviews grant applications as necessary.
13. Serves as host at exhibit openings and other public Museum Department functions; greets and meets guests.
14. Promotes departmental and citywide functions, programs and activities to continually improve public knowledge, understanding, confidence and support on behalf of the City Council.
15. Coordinates the maintenance and capital development of all museum facilities.
16. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.
17. Represents the Museum Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
18. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
19. Participates on a variety of boards, commissions, and committees including the Museum Advisory Board, Totem Heritage Center Committee, and Tongass Historical Society.
20. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of museum operations; incorporates new developments as appropriate.
21. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
22. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive museum program.
Advanced museum practices and procedures.
Advanced principles and practices of program development and administration.
Local and regional culture and history.

Exhibition principles.
Principles and practices of facilities management.
Principles and procedures of grant writing and fundraising.
Principles and procedures of contract preparation and management.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training, performance evaluation and progressive discipline.
Pertinent federal, state, and local laws, codes, and regulations including historic preservation laws and regulations.

Ability to:

Manage and direct a comprehensive museum program.
Develop and administer departmental goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns, and needs.
Plan, organize, direct, and coordinate the work of lower level staff.
Delegate authority and responsibility.
Select, supervise, train, and evaluate staff and implement progressive discipline when necessary.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Mediate and resolve conflict situations.
Deal with rapid changes in community needs and priorities.
Evaluate community needs for museum services.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable federal, state, and local policies, laws, and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in U.S. History, Anthropology, Museology, or a related field.

Experience:

Ten years of increasingly responsible experience in coordinating, supervising, and administering the promotion, planning, implementation, and evaluation of museum programs including three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a museum environment with some travel to different sites; exposure to normal construction site hazards; incumbents may be required to work extended hours including evenings and weekends. Frequent opportunity and requirements to interact with other municipal employees, the general public, other government agencies or other individuals and groups doing business with the municipality.

Physical: Primary functions require sufficient physical ability and mobility to work in a museum setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 7-61
Job Position Code: 10130
Union: No
FLSA: Exempt
Date Approved: April 1, 1990
Date Amended: July 2, 1992
Date Amended: June, 2007 (*Johnson & Associates*)

Human Resources Manager Approval

City Manager Approval