



## **MUSEUM ADMINISTRATOR**

**DEFINITION:** Plans, directs, manages, and coordinates the administrative and operational functions of the County's museum services and museum facilities.

**ESSENTIAL JOB DUTIES:** Plans and manages all administrative and operational functions related to the County's museum services including managing facilities and collections, and securing and administering grant funding to support special projects; supervision museum staff; and coordinating marketing and community outreach funding; develops and implements marketing strategies designed to maintain and enhance visitation to the museum facilities; develops, reviews, and oversees the implementation of administrative and operational policies, procedures, work plans, and related systems necessary to provide positive customer service; directs, coordinates, and monitors the development and implementation of museum work plans, priorities, and measurements of success; assigns work activities, projects, and responsibilities; performs the most critical and sensitive professional representation, facilitation, and negotiation tasks; monitors and evaluates work in progress and at completion to ensure compliance with all relevant laws and regulations; plans, directs, manages, and monitors the acquisition, preservation, and exhibition of museum collections; establishes, reviews and implements a collection development policy and oversees the final selection of exhibits, documents, and artifacts to be added or deleted from the collection consistent with the mission and goals of the Eastern California Museum; promotes and coordinates specific public relations and communications activities; plans, manages, and participates in the development and preparation of program events and facility marketing materials including news releases, marketing strategies, paid advertising, flyers, schedules of events, pamphlets, brochures newsletters, and electronic public access media such as websites; develops and administers the museum budget; forecasts funding needs; researches and analyzes funding resources and availability; monitors and reviews budget with the County Administrative Office on an ongoing basis; writes Requests for Proposals/Bids for necessary services, museum exhibits, and documents, and other supplies/products; researches and develops specifications for bid process; ensures purchasing policies and procedures are followed; reviews eligible proposals, and selects the most qualified vendor; selects, supervises and evaluates assigned supervisory, technical, operational, and clerical personnel; provides and/or coordinates staff trainings; implements discipline procedures; maintains high standards necessary for the efficient and professional operation of the Eastern California Museum; provides proactive and positive support to the County Administrative Office as part of its management team; works closely with the Friends of the Eastern California Museum (FECM), by serving as the County's primary liaison to and working

with the FECM in an advisory capacity, coordinating joint grant applications and projects as necessary; works closely with other community groups and governmental agencies and other contacted in the course of work; other related duties as needed.

**EMPLOYMENT STANDARDS:**

**Experience:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in business/public administration, library science, social science, public relations, or a closely related field; PLUS at least five years of progressively responsible administrative/management experience, preferably in a museum system and preferably in a public organization, including at least three years of progressively responsible supervisory/management responsibility.

**Knowledge of:** General principles and practices of professional museum curator work, including methods of interpretation and exhibit design, standards for care and preservation of collections, accessioning and cataloging of collections; successful grant writing strategies and administrative techniques; advanced principles of marketing, public relations, and community outreach; advanced principles and practices of leadership, motivation, team building, and conflict resolution; advanced principles and practices of organizational administration and personnel management; pertinent local, state, and federal laws, rules, and regulations governing museum programs for public agencies; standard and accepted principles and practices of budget preparation and administration; advanced principles of supervision, training, and performance evaluation; standard and accepted office management methods, technology, and practices.

**Ability to:** On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations, and codes; observe performance and evaluate staff; problem-solve department-related issues; explain and interpret policy. Plan, organize, direct, coordinate, and evaluate assigned staff; develop and implement procedures, processes, and systems for the museum; analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals; interpret and apply County policies, procedures, rules, and regulations in an effective manner; negotiate with and persuade individuals and groups with diverse needs and priorities in an effective and positive manner; communicate clearly, concisely, and tactfully, both orally and in writing.

**Physical Abilities:** On a continuous basis, sit at desk or in meetings for long periods of time; intermittently, walk, stand, and bend while going to/from other offices and taking files to/from meetings; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; hear sufficiently to communicate with clients and to understand actions in public meetings, hearings, or administrative proceedings; and left light weight.

**Typical Working Conditions:** most assigned work is normally performed in an office/public meeting environment. Continuous contact with County staff, management,

state and federal agency representatives, general public and outside organizations/agencies. Incumbents will be, at times, exposed to a wide variety of climate and weather conditions while visiting multiple facilities or driving.

**Special requirements:** Must possess a valid operator's license issued by the State Department of Motor Vehicles. Must be available to work weekends and/or holidays as needed.