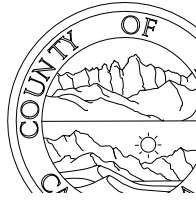


INYO COUNTY  
PERSONNEL SERVICES  
P. O. Box 249  
INDEPENDENCE, CA 93526



(760) 878-0377  
FAX (760) 878-0465

AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES A **OPEN RECRUITMENT** FOR:

**Museum Administrator**  
**Application Deadline: May 26, 2021**

**DEPARTMENT:** County Administration, Cultural Services  
**LOCATION:** Countywide  
**SALARY:** Range 70 \$4753 \$4994 \$5240 \$5506 \$5781\*\*  
(Above monthly salary is paid over 26 pay periods annually.)

**\*\*BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

**DEFINITION:** Plans, directs, manages, and coordinates the administrative and operational functions of the County's museum services and museum facilities, with a primary focus on the Eastern California Museum in Independence, California.

**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; supervising museum staff; and coordinating marketing and community outreach; developing strategies designed to maintain and enhance visitation to the museum facilities; develops policies and procedures, to create a positive visitor experience; directs, coordinates, and monitors the development and implementation of museum work plans, priorities, and measurements of success; assigns work activities, projects, and responsibilities; 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; oversees the operation and development of the museum bookstore and gift shop; creates educational and informative programs and events; 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 other supplies/products; ensures county 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 non-profit Friends of the Eastern California Museum (FECM), by serving as the County's primary liaison, to FECM in an advisory capacity, coordinating joint grant applications and projects as necessary; works closely with the non-profit Carson and Colorado Railway group to sustain and promote the museum's locomotive-related exhibits and programs; works closely with other community groups and governmental agencies; other related duties as needed.

**EMPLOYMENT STANDARDS:**

**Experience:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in museum studies, archival studies, history, business/public administration, library science, social science, 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 operations and best practices, including interpretation and exhibit design, standards for care and preservation of collections, accessioning and cataloging of collections; applicable state and federal statutes related to museum collections, particularly the Native American Graves Protection and Repatriation Act; strategies for the successful operation of the museum bookstore and gift shop, including inventory, purchasing, sales, author events and educational programs; successful grant writing strategies and administrative techniques; 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; engage with the region's indigenous and Native American communities and minority and underserved populations and individuals 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:** You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency. Must be available to work weekends and/or holidays as needed.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, skills examination, and oral interview.

**APPLICATION:** Applications **must be received** at the Personnel Office, P.O. Box 249 (224 North Edwards Street), Independence, CA 93526, no later than 5:00 p.m. on **May 26, 2021.** ( postmarks not accepted) Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

**THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING COUNTY-WIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.**

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES:** Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0295 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County hires only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancha) and Death Valley area (Death Valley, Shoshone, and Tecopa). **All positions are considered Countywide positions.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.

