



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	MUSEUM DIRECTOR, PT
Jurisdictional Class:	Non-Competitive
Civil Division:	Buildings & Grounds
Adoption:	CSM 04/09/03
Revised:	CSM 12/12/07; 12/13/17

DISTINGUISHING FEATURES OF THE CLASS:

Under direction, an employee in this classification performs administrative and professional duties in the operation of the county's agricultural museum. Work includes the responsibility for researching, acquiring, and exhibiting a variety of museum pieces. Administrative duties include scheduling and conducting tours, preparing publicity releases and addressing various groups regarding the agricultural museum, planning and preparing the annual budget, and supervising minor maintenance work. Does related work as requested.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Confers with Board of Commissioners to implement policies and procedures for the Agricultural Museum;
Plans and conducts various exhibitions and lectures in the agricultural museum;
Acquires museum agricultural pieces, objects, equipment and displays them appropriately;
Supervises the hanging and storage of permanent collections;
Prepares publicity releases and general information to promote museum mission;
Catalogues all material and supervises the continuation of the system installed;
Conducts correspondence related to research activities with officials of other similar historic and/or agricultural restorations;
Escorts special guests, school children and other groups through the museum;
Works with related groups of archivists to gather information relevant to agricultural interests and displays;
Supervises the maintenance and care of museum;
Prepares the annual budget in cooperation with the Board of Commissioners;
Requisitions supplies and materials as authorized by the Board of Commissioners;
May develop, update and/or revise museum brochures and web pages;
Maintains a variety of records for the museum;
Prepares reports as required by the Board of Commissioners;
Assigns work to seasonal support staff;
Does related tasks as assigned by supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the display, repair, restoration and evaluation of a wide variety of agricultural museum exhibitions;
Thorough knowledge of current sources of information and literature pertaining to research and evaluation of museum objects and exhibits;
Good knowledge of the established principles, practices and methods used in administering a museum;
Some knowledge of the principles of public relations and public speaking;
Ability to establish and maintain effective working relationships with community leaders, professional colleagues, organizations, public officials, and the general public;
Ability to plan, assign, and supervise the work of others;
Ability to express oneself clearly and concisely, both orally and in writing;
Ability to keep a variety of records and to prepare and submit reports;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in an agriculture or history related field and 4 years of agricultural experience; OR
- (B) Graduation from high school or possession of a high school equivalency and six years of agricultural experience, four of which must have been in a supervisory or administrative role; OR
- (C) Any equivalent combination of training and experience as defined by the limitations of (A) and (B) above.

NOTE: Equal years of experience in a position conducting historical research, archival records work, teaching, or other related activity may be substituted for agricultural experience.