



---

<b>TITLE:</b>	<b>Museum Administrator</b>	<b>JOB CODE:</b>	1120
<b>PREPARED:</b>	10/07/10	<b>FLSA:</b>	Exempt
<b>UPDATED:</b>		<b>REVISION #:</b>	1

---

**Summary:** Under limited supervision, provides supervision over the County's museum programs and services.

**Distinguishing Characteristics:** The Museum Administrator is differentiated from the Museum Director classification by the former's responsibility as one of the Curator-Program Specialists for the museum and less responsibility for determining the museum's direction and short- and long-term goals and programming. The Museum Administrator is differentiated from the Curator-Program Specialist by the former's responsibility for the supervision of staff and carrying out additional administrative functions related to the oversight of the museum's activities and programs.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Coordinates museum activities with other departments and external agencies and associations.
- Recruits, selects, and supervises staff; conducts staff training and development; reviews and evaluates staff performance; disciplines staff; meets, discusses and provides direction to staff regarding work assignments and projects.
- Performs a variety of administrative activities including assisting with budgeting, financial management, employee scheduling, payroll reporting and report processing.
- Performs the duties of Curator-Program Specialist, which includes serving as the museum Registrar, Photograph Curator, Research Curator or Education Curator
- Works with the County Museum Association Board of Trustees to carry out activities of the museum.
- Implements and maintains policies, procedures and operations for the museum.
- Under the direction of the Museum Board, oversees instructional, acquisition, exhibit, storage, research and public service activities offered by the museum.
- Works with various interested groups and the general public on the activities of the museum; provides technical assistance to businesses and organizations with history-related projects.
- Responds to, or refers to the Board of Trustees questions and concerns from the general public.
- May serve on various external boards to build partnerships with other museums within the State.
- Performs related work as required.

## **MINIMUM QUALIFICATIONS**

### **Required Knowledge and Skills:**

- Knowledge of the principles and practices of the preservation and exhibition of historical objects.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of the principles and practices of administrative management.

## **JOB DESCRIPTION**

### Museum Administrator

- Knowledge of the principles and practices of public relations.
- Skill in planning, developing and implementing policies, procedures, rules and regulations.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in effective oral and written communications.
- Skill in mediating difficult situations.
- Skill in establishing and maintaining effective working relationships with subordinates, Board members, companies and the general public.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

#### **Education, Experience, Certifications and Licenses:**

- Bachelor's Degree in history, anthropology, archaeology, management, administration or a related field is desirable.
- Five years of experience working in a museum.
- Minimum of two years of supervisory experience preferred.
- Possession of a valid State of Nevada Driver's license.

#### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an internal environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 50 pounds.

#### **Equipment and Tools Utilized:**

- Special Equipment includes computerized and conventional office equipment, calculator, hand tools, ladders and a motorized vehicle.