



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Codes: 1226
1227

HISTORIC SITE SUPERVISOR

SCOPE OF WORK:

Work involves management of the staff, programs, interpretation, and activities relating to the operation and maintenance of assigned historic sites.

DUTIES PERFORMED AT ALL LEVELS:

- Protect, preserve, maintain and care for the state's collections.
- Manage, develop, implement, update, and maintain various site plans.
- Hire, train, supervise, and evaluate regular and/or seasonal staff; supervise and train volunteers, interns, or individuals placed through various programs. Develop, monitor, and manage site budget; maintain records and prepare reports; receipt, record, and report moneys.
- Develop, plan, research, implement, and supervise educational programs and events; develop site related education plans that meet curriculum standards and enhance educational opportunities for visitors.
- Develop, maintain, and manage relationships with federal and state agencies, tribal organizations; cities, counties, and various related stakeholders.
- Develop, plan, coordinate, and oversee visitor services; oversee and promote revenue operations including museum store and interpretive center operations, site visitation, room rentals, and membership.
- Respond to inquiries and provide visitors with historical information pertaining to a particular site or area.
- Develop and manage site security to ensure protection of visitors, staff, historic site structures and areas; coordinate with the security supervisor and administrative staff, local law enforcement, emergency responders, and local fire departments regarding risk management and safety issues, participate in the security and maintenance of site facilities and grounds; monitor safety and security equipment; maintain and update safety and security policies and procedures.
- Plan and make recommendations for immediate and long range needs of the site in terms of expansion and development, repairs, staff, equipment, and budget.
- Obtain contractor bid estimates.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

HISTORIC SITE ASSISTANT SUPERVISOR

1226

GRADE K

LEVEL DEFINITION:

Work involves assisting in all aspects of managing a historic site including daily operations, collections and interpretive exhibits, site interpretive events and programs, security, and staff of assigned site/sites.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires four years of work experience related to historic site maintenance, preservation, or interpretation that included supervision of staff. College-level coursework in history, education, or a closely related field may substitute for the work experience requirement on a year-for-year basis.

HISTORIC SITE SUPERVISOR

1227

Grade L

LEVEL DEFINITION:

Work involves managing a historic site(s). This position will have considerably more interaction with outside groups and organizations.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Submit proposals for on-site programs and evaluations to Museum and Education Division.
- Collaborate with Museum and Education Division on care of artifacts, changes in exhibit of artifacts, and on-site signage.
- Coordinate public relations activities with other agency staff and local communities.
- Participate in local, regional, state and national organizations that support the mission of the agency.
- Develop, implement, and monitor procedures, goals, and objectives for the site/sites.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in history, public history, museum studies, education, anthropology or a closely related field, and two years of work experience related to historic preservation, or interpretation which must have included supervision of staff, or six years of related work experience as described above.

Eff. Date: 11/78

Rev: 10/96 – Rewritten in current format

Rev: 5/04 – Revised scope of work, duties, level definitions, and minimum qualifications; changed grade of the upper level

Rev: 7/12 – Conversion to Hay System

Rev: 8/12 - Revised scope of work, duties, level definitions, and minimum qualifications; deleted 1st level and revised title

Rev: 9/12 – Revised factoring and grade