



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 1228

REGIONAL STATE HISTORIC SITES MANAGER

GRADE M

SCOPE OF WORK:

Work involves overseeing the management and administration of activities relating to the operation and preservation of multiple historic sites in a specific region of North Dakota.

DUTIES PERFORMED:

- Develop, review, implement, and maintain required plans including long range, interpretation, maintenance, disaster, and master plans.
- Collaborate with agency staff in developing an integrated conservation plan to ensure the preservation of identified architectural and archaeological resources.
- Recruit, hire, train, supervise, and evaluate staff.
- Provide support to site supervisors through policy interpretation and problem resolution.
- Implement procedures and enforce practices to maintain security for historic sites, buildings, equipment, and staff.
- Serve as spokesperson for the historic sites; maintain public relations between historic sites, supporting communities and regional, historical, and cultural organizations.
- Prepare and present ND historical information at conferences.
- Participate in feasibility studies for new sites. Research site history; determine suitability for visitor and program use, etc.
- Coordinate marketing and advertising opportunities for all historic sites.
- Write, apply for, and oversee the implementation and finalization of grants.
- Monitor national interpretation standards and evaluate site programs. Oversee implementation of identified adjustments as required.
- Manage museum store/concessions operations and contractual relationships with outside organizations or entities.

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

MINIMUM QUALIFICATIONS:

Requires a master's degree with a major in history, museum studies, education, anthropology or a closely related field, and four years of work experience related to historic preservation, interpretation, or presentation. Work experience must have included supervision of staff and program budget; or bachelor's degree and five years of work experience as described above.

Eff. Date: 4/98

Rev: 11/99 – Corrected class evaluation statement corresponding with Mental Challenge factoring

Rev: 7/12 – Conversion to Hay System

Rev: 8/12 – Revised scope of work and duties, reviewed class factoring

Rev: 9/12 – JEC revised factoring and grade.

Rev: 9/13 – Revised scope of work and duties.

Rev: 10/13 – JEC revised factoring and grade.