



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code: 1260

DIVISION DIRECTOR, STATE HISTORICAL SOCIETY

GRADE P

SCOPE OF WORK:

Work involves directing a division within the State Historical Society.

DUTIES PERFORMED:

- Plan, organize, staff, direct, evaluate, and administer activities associated with the programs and/or functional goals and objectives assigned to the division.
- Provide input to Agency Assistant Director regarding the division budget and monitor the operations to ensure compliance.
- Coordinate the hiring, work assignments, training and development of division personnel; evaluate overall division and individual performance; determine appropriate personnel actions, organization structure changes, staffing changes, and policy/procedural changes.
- Represent the division in communication with other divisions of the organization, other entities, and the public.
- Conduct research or provide technical information to other agencies, educational institutions, contractors, and the public.
- Manage project planning, development, and completion.
- Plan or assist with the development, updating, and enhancement of information technology use for agency and division sites.
- Seek and secure grants, foundation and private funding, or collaborations for division projects.
- Interpret and promote activities and programs of the division; make presentations to the public.
- Approve and coordinate acquisition, cataloging, preservation, retention, disposal and management of archival records, archaeological collections, and exhibit collections.
- Coordinate visitor services, educational outreach programs, and field services.
- Participate in the planning, development, and updating of long-range planning for exhibits, archives, services, historic sites, and national historic preservation issues.
- Provide input to publications.
- Maintain a state, regional, and national presence through participation in professional meetings, conferences and other organizations.
- Coordinate the maintenance and updating of a GIS system for cultural resource sites and cultural resource inventories for the state.
- Prepare and implement memoranda of understanding and agreements with other state and federal agencies, and private 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 in anthropology, archaeology, history, historic preservation, architectural history, museum services, or a closely related field and four years of management or administrative work experience related to assigned division functions. The hiring authority may identify specific degree and work experience requirements at the time of recruitment depending on the position to be filled.

Eff. Date: 10/77

Rev: 4/85

Rev: 1/00 - Word processing conversion

Rev: 4/01 - Updated format, grade, and duties

Rev: 10/06 – Updated duties, grade, and factoring

Rev: 7/12 – Conversion to Hay System