



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code: 1265

ASSISTANT DIRECTOR, STATE HISTORICAL SOCIETY

GRADE P

SCOPE OF WORK:

Work involves assisting in the overall administration of the State Historical Society including human resource functions, budget, accounting and audit, and managing the Administrative Support and Security Services Division.

DUTIES PERFORMED:

- Coordinate the hiring, training, supervision, and evaluations of assigned personnel.
- Review and implement agency human resource management policies; provide guidance to division directors regarding employee issues.
- Develop, maintain, and monitor the overall agency budget and salary administration.
- Monitor and review federal and other agency grants for compliance.
- Maintain proper accounting records for the agencies gift and bequest funds, concession funds, endowments, as well as the fees collected at the different sites throughout the State.
- Invest endowment and trust fund monies.
- Manage the functions of the information technology systems.
- Participate in developing goals, objectives and strategies for the agency Strategic Long Range Plan.
- Maintain accountability of materiel resources and provide for maintenance, replacement and/or disposal as required.
- Oversee security functions; ensure goals and objectives are established and maintained regarding the safety and security of visitors, staff, and artifacts.
- Oversee and monitor the operations and accounting functions for the Heritage Center and Historic Site Museum Stores.
- Prepare and present the agency financial statements and budget status to the State Historical Society of North Dakota Board. Assist the board in completing the director's evaluation and other duties as requested by the board.
- Communicate, coordinate, and work with the State Historical Society of North Dakota Foundation as deemed appropriate and necessary the Director
- Provide assistance or information requested by the legislature, federal government, other state agencies, and the public.
- Represent the agency in the absence of the Director and assume responsibility for all operational activities.

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

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in accounting, business or public administration, or other closely related degree, and six years of management level experience in work related to the position that included managing staff and budgets.

Eff. Date:7/85

Rev: 1/00 – Word processing conversion

Rev: 4/01 - Update format and duties, change title and grade

Rev: 9/06 - Updated duties and factoring, changed grade

Rev: 7/12 – Conversion to Hay System