



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 1268

**DIRECTOR OF COMMUNICATIONS AND EDUCATION
STATE HISTORICAL SOCIETY**

GRADE O

SCOPE OF WORK:

Work involves directing the activities and staff of the Communications and Education Division of the State Historical Society of North Dakota.

DUTIES PERFORMED:

- Plan and administer a comprehensive communication program for the agency; communicate with other divisions to gather information and coordinate work activities to accomplish the communication and education goals of the agency; coordinate dissemination of information to the public through publications, news conferences and releases, websites, and other communication channels.
- Manage, select, and train assigned staff; monitor and evaluate work performance; develop and implement work standards.
- Oversee the adult, family, children, and school group programs; assist with educational program development of the state historic sites.
- Oversee visitor services, programs, and facilities for the agency.
- Develop and manage the division budget.
- Oversee the agency publication program including the production of the quarterly journal, newsletters, books, etc.
- Plan and oversee agency historical and/or public relation events such as the annual history conference.
- Provide legislative testimony regarding agency and/or division activities as needed.

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 bachelor's degree in journalism, English, communications, public relations, history, museum administration, or a closely related field, and four years of work experience related to the duties to be performed. Work experience must have included management of staff and programs or projects. A master's degree may substitute for one year of the work experience requirement.

Eff. Date: 4/09

Rev: 7/12 – Conversion to Hay System