

**FAIRFIELD COUNTY, SOUTH CAROLINA****JOB TITLE: MUSEUM DIRECTOR  
FAIRFIELD COUNTY HISTORICAL DEPARTMENT****SPECIFIC STATEMENT OF JOB**

Under little or no direct supervision, plans, develops, supervises and directs the operations and administration of the Fairfield County Museum. Prepares and administers the Museum budget, and oversees Museum programming and public relations. Performs other professional and administrative work as required. Reports to the County Administrator.

**ESSENTIAL JOB FUNCTIONS**

Directs the daily operations of the Fairfield County Museum.

Directs and supervises duties of assigned professional and support staff.  
Recruits and trains Museum docents and other volunteers; supervises assigned inmate workers.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Provides for the adequate training and development of department staff.

Establishes and maintains the philosophy, vision and goals of the department.

Ensures department compliance with all County policies and procedures, standards of quality and safety, and all applicable local, state and federal laws and regulations.

Takes appropriate steps to ensure the safety of all citizens that utilize Museum property and facilities.

Develops and administers the department budget; approves expenditures and develops effective methods of generating Museum revenue. Seeks and administers grant funds, sponsorships and partnerships for special projects and programs.

Prepares and updates the five-year master plan for Museum growth and development.

Provides professional and administrative guidance and assistance to the Museum Advisory Board of and the Friends of the Museum Board of Directors; coordinates, attends and participates in Board meetings.

Manages the acquisition, management, display and security of Museum artifacts.

Provides professional curatorial and archival maintenance of the Museum's collections; restores and preserves items as needed.

Researches all artifacts in collections and those offered for donation or loan; determines their authenticity and whether they meet display criteria.

Designs, installs and maintains Museum exhibits and exhibit label copy.

Plans and schedules temporary exhibits.

Provides interpretive presentations and programs for school and community groups; conducts Museum tours.

Promotes Museum exhibits and programs to the public through the development and distribution of publicity materials, news releases, banners, posters, etc.; makes media appearances to discuss Museum events.

Plans, schedules and coordinates special events and programs for the public.

Receives and responds to public inquiries, requests for assistance, and complaints concerning Museum programs and exhibits.

Ensures the proper and timely maintenance of Museum buildings and grounds.

Monitors and reports on Museum attendance and revenue.

Keeps abreast of trends and issues in museum administration by reading professional publications and attending conferences, workshops, professional meetings, etc.

Receives and reviews various records and reports including grant forms, budget documents, time sheets, meeting agendas and minutes, memos, correspondence, etc.

Prepares a variety of documents, including but not limited to grant applications and documentation, department reports, master plans, budget documents, and various other records, reports, memos and correspondence.

Refers to policy and procedure manuals, computer manuals, budget manual, master plans, professional journals and reference materials, etc.

Operates a vehicle and a variety of equipment such as a computer, printer, calculator, copier, fax machine, telephone, camera, tape recorder, audio-visual equipment, etc.

Uses computer and clerical supplies, various small hand tools.

Interacts and communicates with various groups and individuals such as the County Administrator, County department heads and personnel, subordinates, volunteers, docents, donors, Board members, civic / community organizations, school groups, other government agencies, program participants, tourists, news media, professional peers, and the general public.

**NON-ESSENTIAL JOB FUNCTIONS**

Greets and assists Museum visitors.

Performs general administrative / clerical duties as required, including preparing reports and correspondence, copying and filing documents, entering computer data, attending and conducting meetings, reviewing correspondence, answering the telephone, ordering supplies, etc.

Performs related duties as required.

**EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS**

Requires a four year degree in museum science, history or other relevant field supplemented by five to six years of progressively responsible experience in museum collection management, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

**ADA REQUISITES**

**Physical Requirements:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds).

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or direction from supervisor.

**Language Ability:** Requires ability to read a variety of policy and procedure manuals, technical manuals, budget documents, historical reference materials, etc. Requires the ability to prepare reports, records, budgets, correspondence, schedules, master plans, exhibit copy, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including budgeting, personnel, public relations, museum collection management and technology, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time and weight. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the County Museum as they pertain to the performance of duties of the Director. Has thorough knowledge of the organization of the Department and of related departments and agencies. Has considerable knowledge of the functions and interrelationships of the County and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has extensive knowledge of the principles and practices of museum collection management and operations. Is able to research and identify various items of historical significance to Fairfield County. Has thorough knowledge of museum exhibit design and construction techniques, and the methods, materials and tools used in the cleaning, repair, maintenance, preservation, storage and display of various artifacts. Is able to properly maintain pieces of the collection. Is able to plan and implement effective museum programming and events. Has knowledge of and skill in implementing public relations techniques. Is able to make sound, educated decisions. Has the ability to plan and develop daily, short- and long-term goals related to County purposes. Has the ability to plan and coordinate the most effective use of personnel, facilities and resources to achieve department goals. Is able to ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Has the ability to negotiate among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Knows how to make public presentations. Has thorough knowledge of proper English usage, vocabulary, spelling and basic mathematics. Is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and monitor the budget. Has thorough knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management. Has knowledge of applicable occupational hazards and safety precautions. Knows how to react calmly and quickly in emergency situations.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**Planning:** Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

**Delegating:** Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

**Policy Implementation:** Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

**Policy Formulation:** Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.