

## **MUSEUM SPECIALIST**

### **DEFINITION**

Under direction, performs highly complex technical administrative duties related to the planning and development of museum education and outreach programs; serves as a liaison to schools and other organizations regarding museum educational opportunities; leads, coordinates and administers Traveling Teacher services and programs; develops and pursues new outreach opportunities; and performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced technical level class of the Museum Support Series within the Yosemite Community College District (YCCD). Incumbents have specialized program or project responsibilities related to the development and administration of outreach programs. Incumbents utilize specialized knowledge of educational marketing and outreach in order to make decisions and complete assignments.

This class may be distinguished from the lower-level class of Museum Office Technician because incumbents in that class perform technical duties that emphasize office administrative functions. This class may also be distinguished from the lower-level class of Museum Exhibit Technician because incumbents in that class perform technical duties that emphasize hands-on care and maintenance of museum animals, plants and exhibits.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class work under the direction of a manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor.

An incumbent in this class does not directly supervise other full-time employees, but may serve as a lead worker by assigning, directing and/or monitoring the work of subordinate full-time employees on a regular basis.

### **ESSENTIAL DUTIES**

- Coordinates and performs difficult technical administrative work related to the development and implementation of specialized museum education and outreach programs.
- Serves as a liaison to schools and other organizations regarding museum educational opportunities; contacts and communicates with administrators and teachers regarding museum events, activities and programs; prepares and presents marketing presentations; coordinates museum participation in school and community events.
- Leads and coordinates Traveling Teacher staff and services; coordinates staff recruitment activities; interviews and recommends selection of candidates; initiates hiring paperwork; maintains personnel records; arranges and provides training and professional development; observes and documents classroom activities/performance; monitors and evaluates program processes and procedures; plans, develops and presents recommendations regarding technical methods and techniques of program administration.
- Helps plan, develop and prepare Teacher presentations, activities and educational materials.

- Schedules the services of Traveling Teachers at schools and other organizations; arranges dates, times and locations; confirms payment arrangements and develops consultant agreements; establishes customer accounts and records; verifies that contracted services were provided; prepares customer invoices; prepares staff payroll and initiates honorarium payments.
- Develops, prepares, recommends and monitors budgets for assigned functions; initiates appropriation, expenditure and revenue transfers and budget revisions; monitors expenditures to ensure fiscal integrity; compiles, analyzes, calculates and retrieves budget reports.
- Develops, staffs and coordinates other programs such as Science on Saturday, Summer Science, and professional development workshops for teachers.
- Serves as a technical resource to others regarding museum programs and activities; explains and interprets policies, regulations and operational procedures to persons contacting the office such as faculty, students, staff and the general public.
- Helps coordinate and implement special museum activities, programs and events; advises groups regarding proper procedures and administrative requirements; recommends and prepares publicity and other preparatory activities; monitors activities for compliance with established policies, procedures and requirements.
- Organizes, plans and develops work accomplishment time lines.
- Enters, maintains, tracks, evaluates and presents complex data maintained in manual and/or automated systems.
- Helps identify, prepare and administer grants and funding partnerships with other community organizations.
- Independently responds to complex inquiries and correspondence; prepares information and data requested for administrative review; prepares reports, files, correspondence and other documents.
- Performs other related duties as assigned.

### **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.

### **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

#### **Education and Experience:**

##### Pattern I

- Experience: Two years equivalent to **either** a Museum Office Technician **or** a Museum Exhibit Technician at YCCD.

##### OR Pattern II

- Education: Possession of an associate's degree from an accredited college or university, with major course work in education, marketing, public relations, business administration or a closely related field.

- **Experience:** Four years of increasingly responsible administrative experience that included program development, marketing, outreach, and public relations. Experience in academic program outreach and marketing is highly desirable.

**Knowledge of:**

- Planning and the development of museum education and outreach programs.
- Science curriculum applicable for school age students (depending on the assignment).

**Ability to:**

- Serve as a liaison to schools and other organizations regarding museum educational opportunities.
- Lead, coordinate and administer Traveling Teacher services and programs.
- Interpret and apply laws, rules and regulations and policies pertaining to the traveling teacher program
- Develop and pursue new outreach opportunities.
- Make arithmetical calculations with speed and accuracy.
- Establish and maintain a variety of records and files utilizing a computer terminal or micro-computer.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

**Licenses and Certificates:**

- A valid license to drive in California is required.

**Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including substantial public contact; frequent deadlines and time-limited assignments.

**Special Requirements:**

- None

Class Adopted: 3/1/09  
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