TITLE:	**Museum Director**	JOB CODE:	1121
PREPARED:	6/30/03	**FLSA:**	Exempt
UPDATED:		**REVISION #:**	

Summary: Under limited supervision, provides overall supervision and direction of the County's museum programs and services.

Distinguishing Characteristics: This is a Department Head position with the authority to exercise broad administrative and managerial authority.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Provides leadership and direction in the development of short and long range plans and projects; gathers, interprets and prepares data for studies, reports and recommendations; coordinates museum activities with other departments and external agencies and associations.

- Selects and supervises staff; conducts staff training and development; reviews and evaluates staff performance; meets, discusses and provides direction to staff regarding work assignments and projects.

- Performs a variety of administrative activities including budgeting, financial management, employee scheduling, payroll reporting and report processing.

- Works with the County Museum Association Board of Trustees to plan and implement acquisition, research, display and public service activities of the museum.

- Develops, implements and maintains policies, procedures and operations for the museum.

- Plans and directs instructional, acquisition, exhibit, storage, research and public service activities offered by the museum.

- Works with various interested groups and the general public on the activities of the museum; provides technical assistance to businesses and organizations with history-related projects.

- Plans and implements fundraising events and writes grant proposals for exhibits, programs and capital improvement projects.

- Responds to questions and concerns from the general public.

- Serves on various external boards to build partnerships with other museums within the State.

- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:
- Knowledge of the principles and practices of museum management.
- Knowledge of the principles and practices of the preservation and exhibition of historical objects.

- Knowledge of supervisory principles, practices and methods.
- Knowledge of the principles and practices of administrative management.
- Knowledge of the principles and practices of fund raising and public relations.
- Skill in planning, developing and implementing policies, procedures, rules and regulations.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in effective oral and written communications.
- Skill in communicating with violators and mediating difficult situations.
- Skill in establishing and maintaining effective working relationships with subordinates, Board members, companies and the general public.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- Bachelor's Degree in history, anthropology, archaeology or a closely related field.
- Five years of experience in museum operations, with a minimum of two years of supervisory experience.
- Possession of a valid State of Nevada Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an internal environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 50 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator, hand tools, ladders and a motorized vehicle.