



CLASS SPECIFICATION FOR:

Senior Historic Preservation Conservator

General Statement of Duties:

Under general supervision, routinely coordinates the preservation and conservation of the County's full range of artifacts; serves as expert resource for historic programming and displays; interacts with the public and others outside the County to obtain and provide information and assistance in a variety of circumstances including collection development, research, identification, cataloging, preservation, conservation and exhibition of historical artifacts; does related work as required.

Distinguishing Features of Class:

An employee in this class serves as the County's artifact preservation expert performing highly skilled, professional level work with responsibilities for collection management, registration, preservation, curatorial care and display of objects of historic, cultural and artistic value for County-owned museums, nature centers and historic sites and will research, analyze, catalog and create written and pictorial documentation of historical and artistic objects, research topics related to their collections and oversee or assist with the educational programming and/or special events involving the artifacts; assists with site management as assigned. Responsibilities afford opportunity for independent judgment in planning work and making technical determinations. The incumbent works independently and on own initiative and receives general supervision with difficult or unusual problems discussed with the supervisor.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Conducts periodic survey of historical site programmers and site managers to determine display and interpretation interests and needs, including evaluation and determination of appropriate artifact selection and interpretation, based on site and needs and interests of the target audiences;
- Collaborates with Division's programming staff to identify programming needs and interests relevant to collections and artifacts and refreshes, revises or develops programming to ensure programming and operations are fresh, relevant and serves the County's goals and communities' interests;
- Collaborates with the department's marketing staff to assist with the promotion of programming and other assigned activities;
- Provides expert interpretation and recommendations for sites and available collection artifacts, ensuring accurate interpretation and environmentally safe display of artifacts;
- Manages artifacts in special exhibits in numerous locations County-wide which include research, interpretation, prep work of collection for movement, prep work of exhibit site, movement, and site conservation/maintenance of the artifacts, and research, design, fabrication, installation and maintenance of exhibits;
- Ensures the proper title paperwork for every artifact in the County's collection;
- Develops, maintains and manages inventory recording systems and methodology for accession and de-accession of artifacts, updates artifacts' information and ensures recorded data related to each cataloged artifact is accurate and up-to-date;
- Responsible for performing and/or managing the full spectrum of collection management, including but not limited to acquisition, accession and de-accession, condition assessments, artifact appraisals, photographing, restorative care, preventative care, storage, environmental monitoring and management, inventory, movement, and display;
- Develops and recommends policy direction related to County historic preservation, planning, and development projects, within the context of local, state, and federal laws and regulations;
- Develops and maintains policies and procedures for the curatorial care and management of the full spectrum of County-owned artifacts;
- Oversees contracted resources to ensure delivery of services as contracted, reviews contractors' invoice for accuracy and approves payment, including submitting any required paperwork (paper and electronic);
- Evaluates contractors for quality of services provided and adherence to contract specifications and recommends continuation or termination of future use of contractor;
- Coordinates, develops, and recommends short and long-range plans pertaining to the management and maintenance of the County's artifacts and collections;
- Performs risk analysis assessment and develops risk mitigation plans and develops disaster plan for the preservation of artifacts, including recovery and restoration plans, and implements plan during disaster events;
- Prepares cost projections for historic artifact preservation and conservation programs and related activities and manages operations and activities within approved Cost Center Budget;
- Tracks, monitors and manages activities within approved Cost Center Budget;
- Participates in interviewing, selection and hiring of temporary/seasonal staff as well as contractors, volunteers and interns;
- Trains, supervises, provides performance feedback and schedules volunteers, temporary/seasonal staff, contractors and interns engaged in artifact cataloguing, research, preservation, restoration and conservation;



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Examples of Assigned Duties continued:

- Assists with facility programming, concession stand operations, and event activities County-wide as assigned;
- Maintains an up-to-date knowledge of artifact preservation, conservation, movement, display and interpretation protocols and techniques;
- Attends all scheduled meetings and required training and maintains all required certifications;
- Serves on various committees and boards as liaison between the community and the County as assigned;
- Leads or handles special projects;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Extensive knowledge of principles and practices of preservation and conservation of historical artifacts including relevant local, state and federal preservation regulations and guidelines; knowledge of strategic planning principles and theories to ensure event programming meets the needs and interests of target audiences and County's goals; considerable knowledge of varying types of demographics and associated needs and experience in planning a wide range of recreation activities; extensive knowledge of history, including local history; extensive knowledge of material management and conservation; extensive knowledge of the County's historical resources; ability to develop and maintain sound preservation and conservation policies and procedures; ability to balance conservations concerns and activities with economic and environmental concerns; ability to work effectively as a team member and/or leader; excellent research, analysis, judgment and decision making skills including the ability to make sound decisions with short-term and long-term impacts; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; ability to multitask; project management skills; ability to present ideas and recommendations clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with County officials, employees, interns, volunteers, the public and various stakeholders and professional organizations with similar interests, vendors and contractors; physical condition that permits the activities necessary in and inherent to the handling, movement and preservation of artifacts; excellent research skills with the ability to evaluate needs, make programming recommendations, develop appropriate programming; demonstrated excellent basic supervisory skills; excellent oral presentation and training skills and demonstrated ability to direct the work of large number of volunteers, interns and/or temporary staff and coordinate the activities of large numbers of event participants at multiple locations Countywide; ability to establish productive relationships and cooperate with and effectively work with public and private organizations and business, civic and volunteer groups and the general citizenry; ability to work on own initiative without close supervision or guidance; ability to develop and coordinate marketing strategies with appropriate Division staff and resources; physical condition that permits the activities necessary in and inherent to the assigned programming area and use related tools, equipment and other inventory relevant to the assigned areas; ability to develop and maintain detailed accurate records and to make regular and special reports; effective oral and written communications skills; accounting or other financial skills with sufficient ability to develop budget projections and manage expenditures in accordance with County Finance policies and manage program related costs effectively within an approved budget; good knowledge of personal computers and /or automated systems and the ability to enter, maintain, retrieve and analyze data and use common office and department specific software; personal accountability including teamwork and establishing and maintaining positive relationships with stakeholders, customers and colleagues; excellent customer service skills; tact; and courtesy. Requires working evenings, weekends, and some holidays.

Minimum Education and Experience:

Education: Four (4) year degree in history, museum studies, restoration science or other relevant field;

Experience: Six (6) years of experience in collection management, curatorial care or other relevant experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Ability to work a flexible work schedule to meet department needs;
- First Aid, CPR, AED and other fitness and department specific certifications may be required;
- Must be able to lift at least 30 lbs as needed to move artifacts, supplies and equipment;
- Ability to work a variety of environmental conditions, including but not limited to dusty, hot and/or cold, and with artifacts in varying stages of preservation and/or decay, including but not limited to handling items with corrosion, mold and infestations;
- Requires a valid driver's license.