

City of Fort Worth, Texas Job Description

Classification Title	Historic Site Supervisor		
Job Code:	PR2921	Job Family:	Professional
Pay Grade	611	Date Created:	03/18/2016
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, supervises and coordinates the programs, activities and operations of the Log Cabin Village and a historical site within the Park & Recreation Department; oversees the educational and maintenance programs through staff members, departments and outside agencies; and provides highly responsible administrative and management support to the Assistant Director of Park & Recreation.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Manages all operations and activities of historic site(s) including construction, restoration and repair of structures; maintenance of grounds; security; and museum store.
3. Develops, reviews and implements all strategic and master plans, goals, objectives, policies and procedures for site(s).
4. Develops, administers and oversees annual budget; prepares monthly budget re-estimates; reconciles all expenditures and revenues; monitors and approves expenditures; and evaluates and analyzes visitation and revenue to make alterations to projections as needed.
5. Purchases items for daily operations, public demonstrations and to sell at museum store. Monitors and approves staff purchases; researches prices in absence of annual agreements; and manages ongoing contractual services.
6. Monitors facilities, structures and grounds and coordinates repairs and construction with City departments or external contractors. Acts as onsite project manager.
7. Serves as staff liaison to private, non-profit support groups. Attends board meetings, coordinates projects, submits financial and management reports, responds to requests, provides direction and guidance and prioritizes funding and partnership opportunities.

8. Responds to citizen, media, museum, departmental, or City requests in the form of presentations, reports, letters, calls, articles or interviews; participates in outreach events to promote the facility; purchases advertising and researches/evaluates best marketing opportunities.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Museum management, education, exhibition and conservation.
 - Managing museum collections and archives.
 - Principles and practices of community organizations and support groups.
 - Public and media relations.
 - Operations, services and activities of assigned public education program.
 - Budget preparation and administration.
 - Marketing theories, principles and practical applications related to retail sales, tourism and historical sites.
 - Principles and practices of supervision, staff training and performance.
 - Principles of historic preservation and architecture.
- **Skill in:**
 - Interpersonal relations.
 - Customer Service.
 - Retail Sales.
 - Organization and time management.
 - Public speaking and presentation.
 - Computers and applicable software.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Oversee, direct and coordinate the work of subordinate employees.
 - Serve as an expert in museum management, conservation and preservation.
 - Prepare clear and concise administrative and financial reports.
 - Manage multiple projects and oversee operations.
 - Interpret and apply Federal, State and Local policies, laws and regulations.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Business Administration, Public Administration, Museum Science, Museum Studies, Historic Preservation, Public History, or a related field and five years of responsible experience in museum science, historic preservation, or related experience including two years of administrative and supervisory responsibility.

OTHER REQUIREMENTS

Texas Driver's License

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.