

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3720

TITLE: HISTORIAN IV

GRADE: S-25

DEFINITION:

Under administrative direction, manages a comprehensive agency level function that may include multiple county-wide programs or services and has responsibility for planning, administration, coordination, and supervision of programs, services, facilities, and/or personnel OR directs the operation of a group of major historical sites or cultural resource parks.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Historian IV differs from the Historian III in that the Historian IV directs a comprehensive agency level function that may include multiple county-wide programs or services or manages the operations of a group of major historical sites or cultural resource parks. The Historian III position manages the operations of a major historic site.

ILLUSTRATIVE DUTIES:

Directs and coordinates the implementation of historical plans and programs for the division;
Oversees program and operational components of major historical activities at division level;
Develops long- and short- term goals, operating objectives, strategies and implementation plans;
Makes recommendations to the division manager or branch manager regarding long-range plans;
Conducts special management studies for the division;
Provides technical expertise to agency and county regarding key issues related to specific historical program(s);
Contributes to the development of Park Authority and countywide strategic plans related to historical plans and programs;
Maintains liaison with other key park officials, other agencies, citizens' organizations, and the public on issues of historical concern to the county;
Develops and submits an annual operating budget and monitors revenue/expenditure performance levels;
Directs staff operations and training.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of American and regional history;
Extensive knowledge of the principles and practices of historical park or museum maintenance and management;
Considerable knowledge of architectural history;
Ability to plan and direct comprehensive historical programs and activities;

Ability to analyze programs and procedures and evaluate their performance against established objectives;

Ability to plan, direct and manage the work of subordinate staff;

Ability to evaluate employees performance against comprehensive performance standards;

Ability to develop and implement effective management practices;

Ability to prepare and adhere to a budget;

Ability to communicate effectively, both orally and in writing;

Ability to maintain effective relationships with public officials, staff and the general public.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelor's degree in American history, American studies, archaeology, museum education, or a closely related field; PLUS

Five years of progressively responsible experience in museum or historical education, research, and/or collections, or a closely related field.

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED: March 17, 2004

REVISED: January 12, 1987