

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3721

TITLE: HISTORIAN III

GRADE: S-23

DEFINITION:

Under general supervision, manages the operations, staff, and facilities of a major historical site, such as Sully Historic Site or Colvin Run Mill.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Historian III differs from the Historian II in that the Historian III has full management responsibility for the operations, staff, and facilities of a major historical site, whereas the Historian II functions as an assistant site manager for the historical site.

The Historian III differs from the Historian IV in that the Historian III manages the operations, staff, and facilities of a major historical site whereas the Historian IV directs (serves as manager of) 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.

ILLUSTRATIVE DUTIES:

Reviews the overall development of educational programs and events and coordinates other visitor services;

Develops historic preservation plans and procedures;

Develops long- and short-term goals, operating objectives, strategies and implementation plans;

Makes recommendations to the division manager regarding long-range plans;

Ensures that all facilities meet quality standards for housekeeping, cleanliness and maintenance;

Ensures that facilities and grounds are free of safety hazards, that appropriate safety measures are implemented and that all federal, state and county safety standards are applied and satisfied;

Ensures compliance with the American Association of Museum's accreditation standards;

Develops and implements security guidelines to protect park facilities and the public against fire, vandalism, and other threats;

Recommends, develops and implements plans for improved service delivery;

Reviews and makes recommendations on plans for architectural restoration and construction;

Contributes to the development of Park Authority and County wide strategic plans related to historic preservation;

Completes and evaluates various financial, administrative and statistical reports;

Develops and submits an annual operating budget and monitors revenue/expenditure performance levels;

Complies with financial guidelines and reconciles revenue and expense reports;

Authorizes the procurement of supplies, equipment or services;

Prepares and reviews contracts for facility use and contractual services;

Plans, schedules, directs and evaluates the work of staff;

Provides subordinate staff with specialized training and professional development opportunities;

Interacts with citizens and community organizations regarding park use, maintenance and

resource protection issues;

Establishes and maintains effective working relationships with the public, interest groups and County staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of American and regional history;

Knowledge of the principles and practices of historical park or museum maintenance and management;

Knowledge of the principles of historic education and interpretation;

Knowledge of curatorial practices and procedures;

Knowledge of financial management controls relating to budgeting and accounting of expenditures;

Ability to manage a large, complex operation with extensive capital equipment, property value and inventory;

Ability to motivate and supervise others;

Ability to schedule, coordinate and prioritize the work of a diverse group of employees;

Ability to evaluate employees performance against comprehensive performance standards;

Ability to communicate effectively, both orally and in writing;

Ability to prepare clear, concise financial and administrative reports;

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

Ability to prepare and adhere to a budget;

Ability to maintain effective relationships with employees and the general public;

Ability to develop and implement effective management practices;

Ability to develop and implement staff training programs.

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

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

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED:

March 17, 2004

REVISED:

January 12, 1987