

619509/21/11

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: MUSEUM DIRECTOR (NON-CLASSIFIED)

DEFINITION

Under executive direction of the City Manager, to direct the development and operation of the Municipal Museum; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the executive level classification in the Museum Department. Positions that are designated as Non-Classified are exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: City Manager and/or Assistant City Manager

SUPERVISION RECEIVED AND EXERCISED

Receives executive direction from the City Manager and/or Assistant City Manager and administrative guidance from the Riverside Metropolitan Museum Board. Exercises general supervision over professional, technical, and administrative support staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Develop and implement goals, objectives, policies and priorities.
- Coordinate establishment of, and administer formal arrangements with, museums to supply professional and/or a variety of maintenance and operating services.
- Provide overall leadership in the development of cooperative relationships between museums to enhance service to the community.
- Coordinate and provide direction and assistance in the initiation of grant requests and oversee grants administration.
- Plan, direct, supervise, and coordinate Municipal Museum collection and exhibit plans, including joint exhibits and programs with other museums.
- Direct the researching and acquiring of special objects and exhibits.
- Direct the preparation and administration of the Municipal Museum budget, control of expenditures, grant programs, and special training programs.
- Coordinate Municipal Museum activities with other museums, other City departments and divisions, and with outside agencies.
- Represent the City in the community, in relationships with other agencies, and at professional meetings as required.
- Select, supervise, train, and evaluate staff.

QUALIFICATIONS

Knowledge of:

- Principles and practices of organization, administration, budget, and personnel management.
- Museum management and operations.
- Principles and practices of marketing, public relations, and the development of effective interrelationships with community groups and agencies.
- Outside funding sources and the preparation and administration of grants.
- Preservation of historical landmarks, buildings, and other historically related facilities.
- Record keeping and reporting procedures.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with diverse individuals and groups, volunteer and paid.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Foster cooperation, assistance, and progress in interrelationships among advisory and governing bodies concerned with museum operations and historic preservation.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: An advanced degree that would enhance ability to effectively exercise job responsibilities in historic resources and museum management.

Experience: At least five years of increasingly responsible experience in the management and operations of an organization or agency primarily concerned with archival collections, exhibits, historically related facilities and their furnishings and artifacts, including or supplemented by experience in funding source development, grants preparation and administration, working with lay governing and advisory boards and volunteers, and museum operations and management.

MEDICAL CATEGORY: Group 4

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Museum Director

TO: