



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
SUPERINTENDENT OF HISTORICAL SERVICES
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for the oversight and management of all city operated historic sites and museums. Reports to the Assistant Director of Parks, Recreation and Tourism.

ESSENTIAL JOB FUNCTIONS

Oversees the operations, management of historic artifacts, restoration efforts, regulatory compliance and programming for all city operated historic sites and museums.

Responsible for the effective supervision and administration of the historical sites and museums including completing required reports, public education, marketing, budgeting, sustainability, purchasing and financial transactions to include revenue collection and fundraising, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities. Evaluates the need to fill vacant positions and recommends changes to allocated positions and branch structure as needed. Researches and prepares recommendations and reports for the Assistant Director.

Ensures compliance with American Association of Museum Accreditation, and National Register of Historic Places guidelines and standards for maintaining accreditation. Oversees the development, maintenance, and management of interpretive exhibits, displays and historic markers. Ensures the authenticity of artifacts and the accuracy of exhibits and signs. Serves as liaison to state and local agencies and partners with all organizations, community clubs, and foundations with an interest in historic sites.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Historic Services Administration - Comprehensive knowledge of administrative, technical, and operational practices for the operation museums and historic sites. Understanding of professional

policies, industry best practices, and regulatory compliance for the operation of historic sites and museums that meet American Association of Museum accreditation guidelines.

- Strategic Planning - Knowledge of strategic planning principles and theories to ensure effective operation, revenue and strategic goal setting, artifact preservation, restoration, management, assessment, and evaluation.
- Supervision - Knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Customer Service - Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.
- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situation and then to research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships - Develops and maintains cooperative and courteous relationships with employees, managers, representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.

REQUIRED ABILITIES

- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Communication - Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Financial Management - Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

EDUCATION AND EXPERIENCE

Requires a Master's Degree in History Museum Management or a closely related field and 3-5 years of progressively responsible experience in museum or historic site administration and management with 1-2 years of supervisory experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history and sex offender registry check.

Requires a valid driver's license with an acceptable driving record.

PHYSICAL AND DEXTERITY REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL HAZARDS

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, temperature and weather extremes, hazardous materials, traffic hazards or toxic agents.