



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
HISTORIC SITES COORDINATOR
(HISTORICAL SERVICES DIVISION)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for the overall administration of Historical Services sites. Reports to the Director of Parks, Recreation, and Tourism.

ESSENTIAL JOB FUNCTIONS

Oversees the operation, management and programs of Historical Services sites; coordinates the preservation and conservation of the historic sites; coordinates capital improvement, restoration projects, and special projects in accordance with Federal, State or City guidelines. Oversees the planning and coordination of special events, exhibits and fund raising activities.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances to include collection of admissions as well as research and identification of artifacts. Ensures the proper maintenance of the facilities and security systems in accordance with American Association of Museum standards.

Responsible for the effective supervision and administration of assigned staff to include completing required reports, marketing, budgeting, purchasing and financial transactions to include revenue collection, fundraising and grant submittal, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities.

Oversees and develops short and long-term strategic goals pertaining to the planning, development, design and operational processes of the historic sites; develops and recommends policies and procedures; establishes and implements management systems to effectively meet operating goals and objectives. Researches and prepares recommendations and reports as required. Attends Virginia War Museum Foundation meetings and provides reports on site activities.

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 Site Administration – Thorough Knowledge of the administrative and technical practices, methods and policies related to historic site administration.

- Strategic Planning - Knowledge of strategic planning principles and theories to ensure competitive advantage and profitability.
- 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

- Judgment/Decision Making – Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- 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.
- Computer Skills - Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.

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. Attends and maintains a calendar for meetings, deadlines and events. Performs a broad range of supervisory responsibilities over others.
- Communication - Excellent ability to effectively communicate complex ideas and proposals 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 Bachelor's degree in History, Museum Administration, Education, or a closely related field and 5-7 years of progressively responsible administrative experience with 1-2 years supervisory experience or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Acceptable general background check to include a local and state criminal history check and an acceptable sex offender registry check. Requires a valid driver's license with an acceptable driving record.

PHYSICAL 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 sounds, depth, textures, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, temperature and weather extremes, hazardous materials, explosives, firearms, or rude/irate customers.