



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Museum Division Manager, C10, \$64,501- \$74,797 (B.O.E.)
+ FRINGE BENEFITS

DEPARTMENT: Recreation & Parks

OPENING DATE: 04-05-17 **CLOSING DATE:** 05-03-17

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree required, Master's Degree preferred.

Experience: Seven or more years of management experience related to Museums, historical attractions or related facilities.

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Provides leadership and management of the Museum Division. To include; strategic planning, fundraising and developing collaborative external and internal partnerships, overseeing museum operations, establishing procedures and assessing the work of assigned staff to facilitate the achievement of Museum Division goals and objectives; works under the supervision of the Recreation and Parks Director with a wide latitude for independent action and judgment; performs other duties as assigned.

DUTIES:

- ◆ Manages and administers the operations of the St. Clement's Island-Potomac River Museum, Piney Point Lighthouse Museum & Park and Drayden African-American School house including exhibits and daily activities;
- ◆ Collaborates with the Director of Recreation & Parks and the Museum Board of Trustees to develop and implement a strategic plan incorporating best practices and maintaining museum accreditation;
- ◆ Writes grant applications for museum funding and researches and implements new grant opportunities;
- ◆ Oversees and manages the effective marketing and promotion of Museum exhibits, activities and programs;
- ◆ Works with Local and State elected officials, Boards and Committees and the community to promote and enhance the Museum Division and to develop fundraising opportunities;

- ◆ Assists the Director of Recreation and Parks with the development of the Museum division budget and with management of the Capital Improvement Projects relating to the County's Museums;
- ◆ Conducts research, preserves, conserves, exhibits, interprets and collects those particular archaeological and historical features which are of significance to the prehistory and history of the County;
- ◆ Oversees the development and implementation of educational materials, publications and outreach programs to be utilized in the interpretation of the history of St. Mary's County;
- ◆ Oversees the design and fabrication of museum exhibits;
- ◆ Oversees the registration of museum collections utilizing acceptable techniques recommended by the American Alliance of Museums;
- ◆ Insures that all of the museum's collections remain in a stable condition by designing guidelines for handling, storage, exhibition and travel of objects and specimens;
- ◆ Supervises, trains, and evaluates assigned staff and volunteers;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain advanced knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to act as a representative of St. Mary's County Government to the public and to communicate effectively;
- ◆ Advanced knowledge of the principles, practices, and procedures of administrative management, and the ability to interpret them to the staff and the public;
- ◆ Extensive knowledge of governmental fiscal policies, procedures, and legal mandates including the budget process;
- ◆ Extensive knowledge on modern research and investigative techniques and procedures;
- ◆ Extensive knowledge of the laws, statutes, and ordinances of the State of Maryland and St. Mary's County;
- ◆ Ability to keep the Director and all relevant parties informed of all major issues and programs and to recommend changes as appropriate;
- ◆ Ability to supervise, plan, and coordinate the work of diverse staff in order to accomplish departmental goals and objectives;
- ◆ Ability to review, evaluate, and initiate appropriate action on technical and legal reports, contracts, and documents concerning departmental matters;
- ◆ Ability to establish and maintain effective working relationships with county officials, associates, subordinates, representatives from other agencies, and the general public;
- ◆ Knowledge of electronic resources, including the Internet and database information retrieval;
- ◆ Ability to operate relevant computer systems, including hardware and software, and office machines; knowledge of museum practices and methods, including the design and preparation of exhibits;
- ◆ Ability to design informative historical exhibits.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

COMPENSATION/BENEFITS:

Hiring Salary: \$64,501 - \$74,797 (B.O.E.) annually.

FLSA: Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. Applications are available at:

Governmental Center- Potomac Building,
Third Floor, Dept. of Human Resources
23115 Leonardhall Drive, Leonardtown, MD
Phone: 301-475-4200 extension: 1100 Fax: 301-475-4082

Must press the * key before the extension

Email: smchr@stmarysmd.com Website: www.stmarysmd.com

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator:
amber.hebert@stmarysmd.com or (301) 475-4200, Extension: *1110.

APPLY NOW - <http://www.stmarysmd.com/hro/application/HRAapplication.asp>