

Rainey Street History Center
Culture and Local History Education Program Manager
Job Description

Purpose:

Under general direction or working independently, organizes and manages a division or program to provide cultural, historical and outreach services within the Parks and Recreation Department.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Develops short and long range plans.
2. Develops division or program policies and procedures and participates in the development of departmental policies.
3. Prepares and presents programs, projects and events.
4. Develops and manages initiatives designed to encourage community input.
5. Coordinates activities with other City departments, educational institutions, community organizations, business sector and other interested parties.
6. Communicates project and program information to management and others.
7. Develops and monitors division or program operations, budget and grant applications.
8. Assists with the acquisition of collections and interacts with potential donors of new collections.
9. Organizes, processes, catalogs, and conserves archival collections and materials.
10. Represents the interests of the Parks and Recreation and/or division to City officials.
11. Prepares and presents articles, reports and projects.
12. Investigates and resolves complaints involving staff and public.

Responsibilities – Supervisor and Leadership Exercised:

Responsible for a full range of supervisory activities including employee selection, training, evaluation, counseling and recommendation for dismissal.

Knowledge, Skills and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of fiscal planning and budget preparation.

Knowledge of City practice, policy and procedures.

Knowledge of supervisory and managerial techniques and principles.

Knowledge of cultural education programs.

Skill in prioritizing work assignments.

Skill in oral and written communication including presentation.

Skill in using computers, related software and desktop applications.

Skill in planning and organizing.

Skill in data analysis and problem solving.

Ability to plan and present effective programs, events and exhibits.

Ability to forecast public demand for services.

Ability to work with frequent interruptions and changes in priorities.

Ability to analyze/evaluate major programs, policies, procedures, services and facilities to develop recommendations.

Ability to establish and maintain good working relationships with other city employees and the public.

Minimum Qualifications:

Master's degree in Library or Information Science plus (5) five years' experience as a professional librarian, (3) three of which were in a supervisory capacity

OR

Master's degree in History/Public History with coursework in archival administration, or a Master's degree in a related field, may substitute for the required Master's degree in Library or Information Science.

Licenses and Certification Required:

May require valid driver operator's license and use of a personal vehicle.

Physical Requirements:

Light tasks performed with lightweight materials or using a force equal up to twenty (20) pounds.