

DEPUTY MUSEUM ADMINISTRATOR

POSITION DESCRIPTION

Classification Responsibilities: A Deputy Museum Administrator is responsible for assisting the Museum Administrator with leading, planning, developing, and managing the Arizona Museum of National History (AZMNH) programs, projects, initiatives, and activities related to education, visitor services, and volunteers; overseeing and monitoring the budget for the functional areas; coordinating the marketing, communication, community engagement, and fundraising efforts with the Department's professional marketing, communication, and fundraising staff; coordinating the maintenance/security functions and other capital improvement and technology projects with City Departments; supervising professional and paraprofessional staff including the Museum Education Curator, Volunteer Coordinator, and Office Supervisor; and acting on the behalf of the Museum Administrator in their absence or as directed. This class performs related duties as required.

Distinguishing Features: The Deputy Museum Administrator works closely with and reports to the Museum Administrator and is responsible overseeing all functional areas and staff in their absence. The Museum Administrator reviews the work of the Deputy Museum Administrator through meetings, reports, and overall results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required: Graduation from an accredited college or university with a Bachelor's Degree in Museum Studies, Natural History, Social Science, Natural Sciences, Anthropology, History, Education, or related field. Extensive (5+) years museum administration, education, or curation experience. Good (1 - 3 years) supervisory experience.

Preferred Qualifications. Experience in a natural history, anthropology, and/or history museum in the public sector. Considerable (3 - 5 years) supervisory experience, including the supervision of professional museum staff. Master's Degree in Museum Studies, Natural History, Social Science, Natural Sciences, Anthropology, or History. Supplemental coursework in public/business administration.

Special Requirements. None.

Substance Abuse Testing. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, management, contractors, public officials, students, teachers, regional and national museum professionals, and community, cultural, and ethnic organizations in developing, implementing, and evaluating museum exhibits, educational programs, activities, receptions, and marketing strategies. Provides guidance to subordinates and others regarding educational programs on the history and natural history of the Mesa

region, and the general operation of the museum. Writes project proposals, reports, press information and releases, literature for the diverse audiences of the museum, newsletter articles, special mailings, etc., regarding museum exhibits, receptions, and other public educational activities.

Manual/Physical: Monitors the museum education, volunteer, and visitor services programs. Reviews the work products of others to ensure compliance with the museum's vision/mission, standard operating procedures, federal regulations Native American Graves Protection and Repatriation Act (NAGPRA), Occupational Safety and Health Act (OSHA), Antiquities and Archaeological Resources Protection Acts (ARPA), State of Arizona regulations (on disposition of human remains), and American Association of Museums guidelines. Attends meetings to represent the Museum and may give lectures. Operates a personal computer (PC) to generate reports. Meets scheduling and attendance requirements.

Mental: Assists with planning, developing, and managing AZMNH programs, projects, initiatives, and activities related to education, visitor services, and volunteers. Assists the Museum Administrator in formulating museum goals and short- and long-term objectives and in allocating budgetary funds and monitoring expenditures. Oversees and monitors the budget for the functional areas. Coordinates the marketing, communication, community engagement, and fundraising efforts with staff. Coordinates maintenance/security functions and other Capital Improvement Projects and technology projects with City Departments; and supervises professional and paraprofessional staff including the Museum Education. Supervises and evaluates the work of subordinate staff that oversee the following areas such as, education and engagement, volunteer programs, and visitor services. Prioritizes and assigns work to personnel and prioritizes own work as it relates to the area of responsibility and the operation of the museum in the absence of the Museum Administrator. Resolves procedural, operational, and other work-related problems concerning general operations of the museum. Coordinates work activities, program functions, and volunteer tasks with other City departments, and other cities and community organizations such as Girl Scouts and Boy Scouts. Creates and measures museum educational marketing objectives. Analyzes attendance and revenue figures, service level trends, etc., to prepare written reports. Serves as liaison with new and existing Museum Foundation committees. Develops administrative policies and procedures and reviews and coordinates policies recommended by staff. Conducts research and analyses data for educational programs and changing exhibits. Learns job-related material through on-the-job training and in classroom settings.

Knowledge and Abilities:

Knowledge of:

the principles and practices of museum management (including fiscal management), personnel management, and supervisory techniques;
academic fields of museums associated with natural history, anthropology, and history;
Southwest regional culture;
the philosophy, methods, and practices of museum education;
the principles, practices, and procedures used in educational curriculum development;
museum ethics, and commitment to museum ethics, as established by American Association of Museums as well as legal issues of museum management; and
communication and interpersonal techniques.

Ability to:

exercise initiative and judgment in the improvement, development, and implementation of educational museum programs;
supervise the work of others through planning, organizing, instructing, and motivating objectively;
resolve procedural problems and questions presented by subordinate level employees and volunteer staff;
assess and assign priorities to problems and work assignments when confronted with several pressing demands at the same time;
evaluate program effectiveness and participation;
develop and implement methods and procedures for improved cost-effectiveness and increased participation;
present information clearly and in an interesting manner to various audiences, both orally and in writing;
approve press releases and other publicity material distributed to the media by the museum;
establish and maintain effective working relationships with coworkers, subordinates, management, museum visitors, Foundation members, the media, contracted and volunteer personnel, and the general public;
conduct special information tours for members of the press, citizen groups, and donors with regard to publicity and fundraising;
represent the museum at national, state, and local professional organizations in order to enhance the museum's involvement in and commitment to the community as both a resource and provider;
represent the museum in a culturally diverse urban community; and
exercise initiative and judgment in the improvement, development, and conduct of museum programs within the context of the City's Code of Ethics and Museum's Mission Statements.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 66-200

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