

**WOOD COUNTY  
POSITION DESCRIPTION**

**POSITION: Museum Director**

**PAY GRADE: 8**

**DEPARTMENT: Historical Museum & Center**

**STATUS: Unclassified, FLSA**

**Administrative Exemption**

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**PURPOSE OF POSITION**

The purpose of this position is to direct, manage and oversee the daily operations and maintenance of the Wood County Historical Center.

**ESSENTIAL FUNCTIONS**

**In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.**

Oversees the daily operations of the Historical Center in accordance with the policies set forth by the Commissioners and Wood County Historical Society (WCHS) Board of Trustees.

Develops, reviews, and manages the annual budget; monitors spending to ensure compliance with established rules and requirements; reviews accounting documents relating to the budget status; makes deposits and signs checks; plans and carries out fund raising activities through the WCHS Finance and Development Committee; seeks funding and grant opportunities; writes grants and monitors budgets of successful grant applications.

Supervises County staff; schedules, coordinates, and reviews work; interviews and trains new employees; resolves employee concerns and problems; reviews payroll; schedules and approves vacation and leave time; evaluates employee performance and recommends promotions, transfers, salary increases, and disciplinary actions; oversees volunteers, interns and contract service providers.

Works with WCHS Board of Trustees in determining long-term plans for the Center; leads staff, volunteers, interns, and WCHS members in planning and facilitating administrative duties, programs, etc.

Acts as the liaison between the WCHS and County government officials and representatives; provides recommendations and assists with the formation of policies and procedures involving operational activities of the Center; attends monthly meetings; prepares reports of Center activities.

Serves as staff liaison to the WCHS Facilities and Property Committee; attends and submits reports; assists with coordination of capital projects; prepares project specifications and gathers estimates; reviews estimates and provides recommendations for implementation; oversees project progress and ensures tasks are completed to specification.

Participates in public relations activities; develops relationships with area historical organizations and community groups; gives presentations and conducts tours of the Center; represents the Center during media interviews.

Coordinates the maintenance, security, and safety of the Center with Buildings and Grounds and Park District; responds to after-hour alarm calls.

**ADDITIONAL FUNCTIONS**

Performs routine administrative tasks, assists with customer and visitor services; greets and monitors visitors; assists with set up and tear down for programs, special events and meeting room rentals.

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## MINIMUM QUALIFICATIONS

Bachelor's degree in Liberal Arts, Museum Studies, or closely related field, with a minimum of five years' experience in budgeting, bookkeeping, event planning, fundraising, public speaking, capital project management, curatorial and collections management, and building preservation and maintenance; or any equivalent combination of education, and experience that provides the requisite knowledge, skills, and abilities for this job. Requires a valid driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to evaluate, review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to perform in a supervisory capacity over subordinate supervisors.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-50 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.