

Summary of Duties: Plans, directs, and coordinates the operation of Travel Town; assigns, reviews and evaluates the work of museum employees engaged in historic research, cataloguing of artifacts, fundraising, exhibits, and educational and recreational program development for the general public; applies sound supervision principles and techniques in building and maintaining an effective workforce; and fulfills affirmative action responsibilities.

Distinguishing Features: The Railroad Museum Director is responsible for planning and organizing all activities of Travel Town including various public participation programs and railroad history research activities. Assignments are received in general terms and evaluated on the basis of public acceptance and participation in activities. The work requires the exercise of administrative, managerial, and supervisory expertise and expert knowledge in museum program, collection, and exhibit development.

This class differs from curator classes by having overall responsibility for the entire collection and program as well as the operation of a museum facility. It differs from directors of other museum facilities because of the specific expertise required to operate a historical railroad museum facility.

Incumbents in the class of Railroad Museum Director, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Examples of Duties: Through subordinate personnel manages and catalogs collections; plans, directs, and coordinates the preparation of railroad exhibits and the development of educational and recreational programs about railroad history for the general public; develops relations with other institutions, such as universities and museums, and promotes interest in Travel Town through the donation of material and expertise.

Establishes contact and negotiates with individuals, business firms, and governmental agencies to obtain grants, endowments, donations, and loans; encourages, promotes, and coordinates the participation of other organizations and groups within the community in Travel Town activities; coordinates fundraising activities acts as liaison to Travel Town's volunteer groups and coordinates their activities; writes magazine and newspaper articles on Travel Town programs and exhibits; speaks and gives demonstrations on railroad subjects before clubs, schools, and other organizations; directs the implementation of a public relations program regarding museum operation.

Approves and directs the construction of temporary and permanent

exhibits; supervises studies of techniques, methods, and research to effect improved functioning and increased public interest in Travel Town operation, programming, and exhibits; directs the compilation and analysis of statistics on attendance and programming and initiates measures to effect greater economy and improved program content; and directs the investigation and resolution of complaints from the public on Travel Town operation.

Directs the preparation of the annual work program and budget for personnel, supplies, and equipment and is responsible for funds allocated; approves the ordering, assigning, and issuing of supplies and equipment; initiates requests for repair of facilities; supervises the scheduling and coordination of security and custodial services at the facility; is responsible for the safekeeping of exhibits and the safety of patrons during working hours; prepares records and reports relating to Travel Town activities; supervises staff and volunteers; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program; and may occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A thorough knowledge of museum administration, operation, and programming, including organizing, staffing, controlling, and evaluating the effectiveness of the museum a thorough knowledge of research techniques, cataloguing, and registering railroad artifacts and other items for exhibit; and a through knowledge of budgeting for museum programs, exhibits, equipment, personnel, and facilities.

A good knowledge of public agencies and private organizations likely to provide financial, promotional, or other support for museum activities; good knowledge of current major developments in railroad history and museum studies; good knowledge of financial management; good knowledge of supervisory principles and practices including: planning, delegating and controlling the work of subordinates; good knowledge of techniques of training, instructing and evaluation of subordinate work performance; good knowledge of techniques for counseling, disciplining, and motivating subordinate personnel; good knowledge of the procedures for grievance handling; good knowledge of supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program; good knowledge of effective safety principles and practices; working knowledge of memoranda of understanding as they apply to subordinate personnel; general knowledge of City personnel rules, policies and procedures.

The ability to coordinate or conduct special public educational and recreational programs; to elicit support for museum activities from public and private organizations; to deal tactfully and effectively with high level officials, department management, and technical

personnel; and to plan, organize, direct, and evaluate the effectiveness of the museum; the ability to establish and maintain a work environment to enhance both employee morale and productivity; the ability to apply sound supervisory principles and techniques; and fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Graduation from a recognized four-year college or university, and four years of professional railroad museum experience including two years as a director, assistant director curator, or head of an organizational unit in a museum.

License: A valid California driver's license and a good driving record are required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight, including normal color perception.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.