

City of Fort Worth, Texas Job Description

Classification Title	Assistant Historic Site Supervisor		
Job Code:	PR2931	Job Family:	Professional
Pay Grade	609	Date Created:	03/18/16
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Coordinates and supervises the activities and operations of the Log Cabin Village and a historical site; oversees the educational and maintenance programs at the Village; provides staff supervision and highly responsible administrative support to the Historic Site Supervisor.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Assists in management of historic site(s) by monitoring and maintaining safety and security of complex and structures; coordinating store operations, assisting with preparation of annual budget; coordinating work of contractors, vendors and City departments, assisting with capital projects, enforcing operational procedures, and processing timesheets in the Supervisor's absence.
3. Oversees historical interpreters' class and program development; researches interpretive historical content, researches and purchases books and materials for historic craft demonstrations.
4. Manages site collections by acquiring, cataloging and labeling artifacts; maintaining appropriate records; researching and purchasing collection care supplies; monitoring temperature, humidity, light levels, pest activity and other collection hazards; and disposing of deaccessioned collection items.
5. Manages Group Tour Program by processing tour reservations for multiple groups, emailing tour confirmations, generating and processing tour invoices, generating weekly tour schedules for historical interpreters, and ensuring interpreters are fully trained in tour procedures, safety and content.
6. Performs marketing and communications duties by generating daily content for site's Facebook pager and Twitter feed; monitoring historical site's social media outlets for appropriate content; responding to social media inquiries; responding to traditional media inquiries; generating/updating printed calendar of events; coordinating

destination marketing opportunities with Fort Worth Convention and Visitor's Bureau; and working with Manager to coordinate magazine advertisements and television/news opportunities.

7. Creates, implements, schedules and maintains group tours, family events, summer camps and year-round classes. Develops educational materials; coordinates participation in off-site outreach events; evaluates programs using visitor surveys, guest register data, visitor tracking, visitor retention and informal conversations.
8. Designs and maintains exhibits by researching, generating and labeling content; arranging artifacts, furniture and craft demonstration components; rotating sensitive artifacts; and monitoring cleaning.
9. Represents the historical site in professional organizations and collaborates with local organizations to expand programming, research, resources and marketing opportunities.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Museum management, education, exhibition and conservation.
 - Managing museum collections and archives.
 - Principles and practices of community organizations and support groups.
 - Public and media relations.
 - Operations, services and activities of assigned public education program.
 - Principles and practices of supervision, staff training and performance.
 - Principles of historic preservation and architecture.
- **Skill in:**
 - Interpersonal relations.
 - Customer Service.
 - Retail Sales.
 - Organization and time management.
 - Public speaking and presentation.
 - Computers and applicable software.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Oversee, direct and coordinate the work of subordinate employees.
 - Manage multiple projects and oversee operations.
 - Interpret and apply Federal, State and Local policies, laws and regulations.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Business Administration, Public Administration, Museum Science, Museum Studies, Historic Preservation, Public History or a related field and three years of increasingly responsible experience in museum science, historic preservation, or related experience including one year of administrative and supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium Work - Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects. May also require extensive walking around the 2.5 acre site.