



## HUMAN RESOURCES DEPARTMENT

*Sutter County is An Equal Employment Opportunity Employer*

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Ag, Public Protection, and General Government Committee

RE: Request to Adopt Revised Job Description and to Approve a One-Month Overlap Position for the Museum Director-Curator Position.

DATE: April 27, 2015

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### **Recommendations:**

1. Adopt the revised job specification for Museum Director-Curator.
2. Approve an overlap position for a One-Month period for the Museum Director-Curator position to provide training.

### **Background and Discussion:**

In the course of preparing for the retirement of the current Museum Director-Curator and to recruit for the future opening, the job description was reviewed and was found to be in need of updates and revisions.

The Museum Director-Curator has a broad range of responsibilities and work is performed within a framework of general policy, requiring creativity and resourcefulness to accomplish goals and objectives. The Director-Curator administers, collects, preserves, and interprets artifacts which serve as examples of the cultural heritage of Sutter County.

The proposed revisions to the job description of Museum Director-Curator were changed to help make the requirements more efficiently stated. Some minor changes were made to almost every section of the job specification. The most significant change was within the language under "Knowledge of" which now requires professional museum practices, standards and ethics and knowledge of museum software.

The Essential Duties section has been updated to reflect current responsibilities, as has the Special Requirements section.

### **Prior Board Action:**

None

**Alternatives:**

The changes in the job description could be denied. The Board could deny the overlap position or could approve an overlap position for a shorter time period.

**Other Department and/or Agency Involved:**

The Museum Director-Curator and County Administrator concur with these recommendations.

**Actions Following Approval:**

Human Resources will post the revised job description. The Human Resources Department will open a recruitment to fill the future vacant Museum Director-Curator position.

**Fiscal Impact:**

There is no fiscal impact associated with the adoption of the revised job description.

The new Museum Director-Curator will be hired at a lower rate of pay than the employee retiring. For example, if a new Museum Director-Curator is hired at Step 3 of the salary range (\$5,540 per month) and considering the salary of the current Museum Director-Curator at Step 8 of the salary range (\$6,770 per month) the annual savings for the newly hired position will be approximately \$11,930. The cost of a one-month overlap position (including benefits) for the new Museum Director-Curator is estimated at \$6,623. If approved, this will be included in the FY 2015-16 Recommended Budget.

**Attachments:**

Revised Job Specification

Respectfully,

James M. Arkens  
CAO/Human Resources Director



Margaret Fraumeni  
Human Resources Analyst

cc: Tami Lukens, Principal Analyst, CAO  
Julie Stark, Museum Director-Curator

## MUSEUM DIRECTOR/CURATOR

### *DEFINITION*

Under policies set by the Board of Supervisors and general administrative direction of the County Administrator, plans, administers, collects, preserves, and interprets artifacts which serve as examples of the cultural heritage of the County.

### *CLASS CHARACTERISTICS*

This single position classification is characterized by the responsibility to manage and direct a balanced cultural heritage museum to include community programming, public relations, fund raising, and provisions of a basic museum collection. Work is performed within a broad framework of general policy; and requires creativity and resourcefulness to accomplish goals and objectives, and to apply concepts, plans, and strategies.

### *EXAMPLES OF ESSENTIAL DUTIES:*

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be required and assigned.*

1. Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; supervises and trains volunteers (with assistance of Volunteer Chairperson). Works cooperatively with staff to further Museum mission.
2. Creates and implements policies for collections, and the access and use of collections in accordance with the Museum mission; explains policies and donor procedures to potential exhibit donors.
3. Prepares exhibition schedule several years in advance; approves artifact donations.
4. Approves, plans, and creates interpretive, temporary and permanent exhibits; develops adult, child, and school programs.
5. Guides the Museum Commission in their advisory capacity, and provides limited support staff services (with assistance from volunteers); initiates and aids in Commission fundraising responsibilities; oversees finances of Commission.
6. Prepares departmental budget, and monitors expenditures; writes grants to fund programs.
7. Writes press releases, quarterly Museum newsletter, and Director's Report for Sutter County Historical Society Bulletin; approves other publicity.
8. Attends quarterly meetings of Community Memorial Trust Fund Board of Trustees and acts as liaison to the Sutter County Historical Society.
9. Determines and purchases merchandise inventory for Museum store; oversees store finances;

purchases supplies for office and for collections processing and care.

### *MINIMUM QUALIFICATIONS*

*Knowledge of:* American and California history and cultural artifacts; preservation techniques; creation and fabrication of exhibits; research techniques and museum software; business administration and supervision techniques; professional museum practices, standards and ethics is requisite.

*Ability to:* Supervise others; plan work; train and teach; deal effectively and gracefully with the public; create an interesting and comprehensive museum collection; manage budgets. Communicate effectively, both orally and in writing, including speaking publicly. Operate a variety of automated office machines and museum-related equipment which includes computer, printer, facsimile machine, telephone, and adding machine, photocopier, recording hydro thermograph, exhibit fabrication tools, artifact care instruments, and small hand tools.

*Education and Experience:* Equivalent to the completion of core course work from an accredited college or university in museum studies, history, anthropology, or closely related degree with emphasis on museum education and have at least two years of experience working in a museum; or any combination of education and experience that provides equivalent knowledge, skills, and abilities; experience in supervision, budgeting, and Past Perfect software is desirable.

### *Special Requirements:*

*Essential Duties require the following physical skills and work requirements:*

Requires the ability to maintain mental capacity of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving stooping and bending and moving from one area of the office to another; the ability to see; ability to hear and communicate orally; sufficient hand/eye coordination to perform semi-skilled repetitive movements such as data entry, cataloguing, and the use of other office equipment or supplies; requires the ability move materials of considerable weight from one location to another; to set up and take down exhibits, moving exhibit furniture, carrying large items, climbing ladders, and setting up chairs and tables for events; ability to operate a motor vehicle.

<p>The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.</p>
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