

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Historic Site Coordinator

Department: Recreation, Parks, Historical and Cultural Affairs

Pay Grade: 511

FLSA Status: Exempt

Job Code: R340

JOB SUMMARY

The purpose of this classification is to oversee and coordinate activities to interpret, preserve, promote, and maintain the heritage of an assigned historic site within the City.

ESSENTIAL JOB FUNCTIONS

- Supervises activities of assigned employees, volunteers, student interns, and community service workers: supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; recruits candidates, conducts interviews, and selects new workers; conducts or coordinates staff training activities.
- Coordinates daily work activities: organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures: initiates any actions necessary to correct deviations or violations.
- Consults with division director to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.
- Coordinates preservation and maintenance of assigned historic site and related artifacts, including grounds and interior of historic site: coordinates day-to-day operations of historic site; consults with historic preservation professionals regarding historic preservation issues and maintenance.
- Organizes and directs various events at historic site, including educational/interpretation activities, tours, camps, workshops, lectures, programs, or other activities.
- Supervises and coordinates financial operations: prepares purchase requisitions; submits drafts of annual budgets and monitors expenditures to ensure compliance with approved

budgets; initiates/coordinates fundraising efforts and recruits volunteers to assist with fundraising; researches and writes grant applications for alternate funding sources; performs grant administration and prepares grant progress reports.

- Supervises renovation, restoration, and new construction of buildings and grounds: assists in prioritizing maintenance and capital improvement projects; oversees work performed by contractors/service providers; oversees payments for materials and labor; monitors and coordinates reimbursement by public/private agencies.
- Oversees all grounds maintenance, mowing, seasonal cleanup, monitoring of trees, planning for landscape changes, and specialized maintenance of an original formal garden.
- Markets historic site to the public, community organizations, schools, tour groups, and visitors: promotes the City and its historic sites via public speaking, presentations, press releases, and other public relations activities.
- Coordinates strategic planning process for historic sites: prepares annual update to capital improvement plan; establishes interpretive mission for the assigned site and implements established goals to achieve mission.
- Performs various administrative tasks: designs, writes, and produces brochures, newsletters, and promotional materials; maintains files/records of division documentation; reviews and approves time sheets; compiles statistical data pertaining to historic site operations, analyzes data, and identifies trends.
- Prepares or completes various forms, reports, correspondence, performance appraisals, purchase requisitions, purchase orders, invoices, budget documents, statistical reports, annual reports, annual work plans, newspaper articles, press releases, or other documents.
- Receives various forms, reports, correspondence, time sheets, attendance records, job applications, budget reports, invoices, checks/payments, newspaper copy, technical study reports, preservation guides, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer, general office equipment, audio/visual equipment, grounds maintenance equipment, cleaning equipment/tools, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, desktop publishing, e mail, Internet, or other computer programs.
- Communicates with supervisor, employees, volunteers, interns, community service workers, other departments, City officials, visitors, community organizations, the public, artists/performers, educational professionals, consultants, vendors, service providers, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Attends meetings and makes presentations as needed.
- Maintains and updates historic preservation, conservation, historical and cultural knowledge: maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Performs general cleaning/maintenance tasks associated with upkeep of historic buildings and grounds.
- Provides assistance to other employees or departments as needed.

- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Historic Preservation or closely related field; supplemented by five (5) years of experience and/or training that includes historic site preservation, event planning/management, public speaking, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of historic preservation, nineteenth century architecture, and construction principles, methods and practices.
- Knowledge of cultural and social history, especially of the historic site, the City, the State, and the South.
- Knowledge of grant opportunities, requirements, and procedures.
- Knowledge of building, fire regulation and handicap access codes.
- Knowledge of supervision, budgeting, and purchasing principles, procedures and practices.
- Ability to effectively lead, motivate, and evaluate assigned staff; must be available for emergency situations and events at any time of the day or day of the week.
- Ability to 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.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity and in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- 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.

- 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.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.