

*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 Assets Manager

**Department:** Recreation, Parks, Historic and Cultural Affairs

**Pay Grade:** 514

**FLSA Status:** Exempt

**Job Code:** R300

### JOB SUMMARY

The purpose of this classification is to plan, manage, and direct operations and activities surrounding all aspects of Historic Assets held by the City, including buildings, land, and artifacts.

### ESSENTIAL JOB FUNCTIONS

- Supervises full time Historic Assets Coordinators, Supervisors, several part time staff and volunteers and provides oversight to the overall mission, vision and purpose of the Historic Asset Division for the Department.
- Supervises, directs, trains, and evaluates assigned staff, processes employee concerns and problems, directs work, counsels, disciplines, and completes employee performance appraisals; monitors work products and productivity.
- Provides direction and leadership over the operations, interpretive formulation, training and standards to ensure consistency among the homes and the highest quality guest experience.
- Develops and implements the strategic plans for historic sites; prepares annual update to capital improvement plan; establishes interpretive mission for the assigned site and implements established goals to achieve mission.
- Develops and implements long and short term plans, goals, and objectives relating to areas of assignment; participates in development of the City's six-year capital improvement plan; assists in planning long-term projects, annual events, equipment replacement, maintenance schedules, and other operational activities; evaluates efficiency and effectiveness of division operations, procedures, and resource management; recommends and/or implements improvements in programs and operational procedures as needed.

- Plans and directs the 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 preservation, maintenance and acquisition of historic structures, land, and related artifacts.
- 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.
- Develops and implements marketing and outreach plans to promote the historic sites 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.
- Advocates and promotes the inclusions of the history of the City throughout the division, department and City organization. Develops opportunities to incorporate community history, historic assets and historic locations in the day to day operations of the City.
- Oversees numerous special events throughout the year and coordinates these events among the different historic sites.
- Coordinates historic sites with staff to make available rental opportunities for public individuals, organizations, and both public and private schools. Initiates and coordinates fundraising efforts and researches and writes grant applications for alternate funding sources.
- Coordinates fundraising, events and activities with non-profit and volunteer organizations to promote the long term viability, relevance and inclusion of the historic assets within the community.
- Communicates in a positive manner with civic groups, non-profits, and the general public to connect the public with the history of the city. Markets historical sites to the public, as well as community organizations, schools and others.
- Works closely with historical society to collaborate with the city to establish and maintain the vision of the historic homes and artifacts.
- Develops and implements budgets for area of assignment; prepares and administers operational, capital, and long-term capital budgets; monitors expenditures to ensure compliance with approved budgets.
- Consults with staff, City management, and other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; coordinates projects and work activities with those of other divisions, other departments, contractors, outside agencies, or others as needed
- Communicates with supervisor, employees, volunteers, other departments, City officials, historical society, other municipalities, government agencies, contractors, vendors, the public, community booster organizations, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Operates a personal computer, scanner, telephone, and other general office 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.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Requires a Bachelor's Degree in preservation, museum studies, public history or related field preferred; ten (10) years of progressive experience in historic site management and preservation, to include collections management and preservation, event planning/management, public speaking, branding, fundraising 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; requires considerable knowledge of cultural and social history, especially of the historic site, the City, the State, and the South; requires 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, including instructing, reviewing work, maintaining standards, and coordinating activities.
- 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 colors or shades of colors, sounds, depth, texture, and 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.*