

<b>Position Code: 5241</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF JOB CLASSIFICATION**

The purpose of the job classification (class) is to manage, develop, analyze, implement and direct a comprehensive historical services plan and program to promote, preserve, communicate and maintain the historical collections and landmarks in the City. The position will plan, organize, communicate and implement historical programs and activities within major organizational policies; reports progress of major activities, findings and projects to executive-level administrators through proper techniques, research, reports, archiving, presentations and conferences.

**TYPICAL TASKS**

- Supervises and directs staff to include hiring, training, discipline, assigning daily work, monitoring time records and evaluating performance.
- Develops, recommends and implements a comprehensive plan for the promotion of the City to travelers, meeting planners and area residents and for the promotion, interpretation, written documentation, and preservation of historical facilities, artifacts and collections for the City with specific educational theory, research and practices. Oversees site projects, management and operation of sites, re-enactment operations and staff, historical trails and waterways, collections and programs.
- Prepares and administers the annual operating and capital budgets for the Division; monitors expenditures to ensure compliance with approved budgets; and reviews and approves invoices.
- Provides leadership and direction in the development of short and long-term strategies to acquire, preserve, restore, inventory, analyze, display, document and interpret artifacts, exhibits, historical landmarks and sites, and collections of the City.
- Promotes and markets historical sites and waterways to visitors, groups, and businesses. Coordinates with state and national historical tourism programs and activities, including grant development and implementation.
- Manages all booking reports, bid presentations, and site inspections conducted by Conventions and Tourism
- Establishes and maintains effective relationships with community groups, boards and commissions, historical and museum industry members, neighboring governments' historical staff and the Historical Preservation groups to coordinate, support and enhance local efforts.
- Establishes and maintains resource contacts with local community historians, museums, curators, private and public landmarks, facilities, historical venues or other local contacts. Plans fund raising and marketing initiatives including dedications, memberships, historical tourism, group travel and special events.
- Maintains a comprehensive knowledge of applicable laws/regulations, grant opportunities and state and national registries and maintains an awareness of new trends, initiatives and advances in historical services. Provides interpretations, identification of artifacts and background education of history related venues, cultures and collections within the City.
- Manages all inventories; researches and manages grant applications, historical registry and site inspections conducted by Historical Services. Prepares and reviews project specification and bids.
- Prepares or completes various forms, reports, correspondence, archiving, cooperative agreements, news articles, press releases, press kits, flyers, promotional materials, budget documents, and payment vouchers.
- Designs and manages historical artifact and landmark tracking programs as well as proper preservation techniques of collections and venues. Oversees and monitors a variety of on-going projects and activities including renovations, expansions, restorations, and archaeology digs and findings. Ensures accurate recording and storage of findings.

- Maintains statistical data pertaining to visitors attending historical programs, activities and events; analyzes data and identifies trends; identifies cultural and heritage and prepares and distributes related reports. Considers the relative costs and benefits of potential actions to choose the appropriate and recommended course of action.
- Attends meetings and conferences, as well as regional, state, and national history conventions to promote services, make presentations, establish connectivity tours of similar landmarks and battles, and establish contacts.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations
<b>Interpersonal / People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions; presentations to groups and businesses. Leads various boards and commissions.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; research of historical significance and event accuracy.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percent's
<b>Language Requirements</b>	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports; accurate and precise detailed written signage, reports and archives.
<b>Mental Requirements</b>	Performs professional level work requiring the application of principles and practices of a wide range of administrative and managerial methods in the solution of administrative problems and the coordination of entry level professional work; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree or any equivalent combination of education and experience in history, business, marketing, public relations, library science, research or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of 5 years of full-time equivalent experience in historical services, marketing, local government and/or public relations within a historical or research industry operation.
<b>Special Certifications and licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City driving standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable

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accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a job classification description and not an individual position description. A job class description defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list, the essential job functions for a given position in a job classification.

*Created 05/01/22*