

SHADED AREA FOR HUMAN RESOURCES ONLY

		DATE 7/1/2016	H.R. APPROVAL KL
PC # 5004		POSITION NUMBER (Agency - Unit - Class - Serial) 175-107-2873-001	
BUREAU SECTION Preservation - Exhibits & Communications		CLASS TITLE Museum Curator III	
WORKING DAYS AND WORKING HOURS through 8a.m. to 5p.m.		INCUMBENT	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (CSL) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CSL TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the State Librarian, the incumbent plans, organizes and manages the exhibits area and works collaboratively with the Staff Services Manager I (SSMI) over the communications area of the Preservation unit. The Museum Curator III (MCIII) directly supervises a staff of five employees who perform various preservation, digitization, and exhibit installation functions. The MCIII assumes the responsibility for collection repair and management and serves as the lead for the disaster preparedness plan. The MCII also collaborates with the SSMI in all public relations and outreach activities as well as provides expert recommendations to the State Librarian regarding visual educational exhibit planning and construction.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
30%	<p>ESSENTIAL FUNCTIONS:</p> <p>PROJECT MANAGEMENT/OUTREACH</p> <p>Assists in developing project/exhibit proposals and manages Preservation budgets and contracts with outside vendors. Responsibilities may include assistance in writing curatorial language for grants and contracts. Plans and manages rotating exhibit schedules. Evaluates CSL exhibit program and advises State Librarian on exhibit treatment and improvement needs including estimated budget impacts. Assists in outreach and public relations efforts in order to create public awareness of the many historically significant documents and artifacts held in CSL's collection.</p>		
30%	<p>COLLECTION MANAGEMENT /ADVISOR</p> <p>Acts as technical expert and advisor to the State Librarian, Deputy State Librarian, Bureau Chiefs, CSL managers and supervisors on complex, technical, and sensitive preservation issues and efforts.</p> <p>Proposes and coordinates preservation and policies and strategies for the California State Library and its satellite branch, including, but not limited to acquisition and digitization priorities, and the ongoing care, storage and display of existing collections, including onsite and offsite exhibitions.</p> <p>Regularly evaluates the condition of the library's collections to ensure the highest levels of protection feasible and recommends improvements when needed. Helps coordinate the development and implementation of a robust disaster preparedness plan and on a regular basis, collaboratively assists in analyzing, and if necessary, revising this plan.</p>		

30%	<p>Establishes best preservation practices and training/educating line librarians to protect collections in order to avoid more costly remedial actions.</p> <p>Represents the State Librarian on various preservation related task forces within CSL, the public, and other libraries.</p> <p>SUPERVISION & DIRECTION</p> <p>Provides functional supervision and manages staff through day-to-day operations. Plans, directs, assigns, evaluates, and reviews work of assigned staff. Ensures proper and timely handling of preservation-related workload and scheduling/planning of exhibits. Provides expertise, training, guidance, and assistance to subordinate staff; identifies potential problem areas and provides alternative recommendations to staff.</p> <p>Supervises both the print and digital activities of the State Library's Preservation Unit, facilitating the flow of materials from various sections of the library. Formulates the library's Preservation budget and is responsible for its implementation.</p>
5%	<p>TRAINING/STAFF DEVELOPMENT</p> <p>Plans and conducts training in curatorial principles and practices, rare materials care and preservation techniques for staff involved in care and preservation of items in CSL's collection. Works closely with staff in the planning and designing of CSL exhibits and displays.</p>
5%	<p>MARGINAL FUNCTIONS</p> <p>Provides and/or coordinates preservation assessment surveys of the collection; maintains statistics, and compiles narrative statistical reports as needed.</p>

KNOWLEDGE AND ABILITIES:

SUPERVISION RECEIVED: The Museum Curator III reports directly to the State Librarian.

SUPERVISION EXERCISED: The incumbent supervises the Preservation Staff (EXHIBITS), which includes one Digital Composition Specialist I, one Digital Composition Specialist II and two Document Preservation Technicians .

ADMINISTRATIVE RESPONSIBILITY – Supervises, evaluates, develops and mentors the activities of staff in the provision of collection care, conservation, and digitation.

PERSONAL CONTACTS – Reports directly to and advises the State Librarian in all preservation and exhibit activities. Interacts and collaborates with California State Library managers and employees in various preservation efforts. Acts as the library’s principal liaison to other public or private entities in joint activities, such as digitization or exhibition.

ACTIONS AND CONSEQUENCES – Inadequate performance of duties by the incumbent could result in damage and/or loss of fragile and irreplaceable items from the collection. Such a loss would result in accompanying financial and time, loss as well as immeasurable loss in historically important items significant to the heritage of California. The consequences of poor performance could be significant and devastating.

FUNCTIONAL REQUIREMENTS - No specific physical requirements are present: the incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone (90%) is essential. Sitting and standing requirements are consistent with office work. Computer work is not typically heavy or repetitive. Special physical requirements: light (<20 lbs.) lifting of materials; filing responsibilities that require bending, stooping or stretching (<5%), and using a cart to move examination materials. Incumbent is expected to travel occasionally (<5%), when necessary to meet with representatives of other public or private entities.

OTHER INFORMATION – Knowledge of or experience with issues related to digital formats and media as well as non-print media preservation, with an emphasis on photographic materials. Knowledge of collections record-keeping methods; special techniques for artifact maintenance, document preservation, restoration, storage, packaging, and shipping; familiarization with the properties of cultural and natural objects including fine art, antiques, relics, woods, stone, textile materials, metals, and natural history specimens; methods of identifying and classifying objects with cultural or natural history significance; California history; principles of exhibit practices; purposes, cultural and natural features, and values of the California State Library. Principles of personnel management and supervision; administrative and budgeting practices are desirable qualifications for this position.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR'S NAME (PRINT)

SUPERVISOR'S SIGNATURE

DATE

JOB DESCRIPTION (6/08)

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)

EMPLOYEE'S NAME (PRINT)	EMPLOYEE'S SIGNATURE	DATE
-------------------------	----------------------	------