

Murray County Position Description

Classification: Museum Coordinator
Reports to: County Administrator
Supervises: Supervises part-time and seasonal employees

Department: Museums
Location: Slayton and Currie, MN
FLSA Classification: Hourly/Non-Exempt

Position Summary

This position works under the supervision of the County Administrator. The position is responsible for the development, execution, and management of the policies, programs, and initiatives of the Murray County Museums as determined by the County Board and Historical Society Board in the mission of preserving Murray County history.

Essential Duties and Responsibilities	%
<p>Develop execute and manage policies, programs and initiatives of the County Museums</p> <ul style="list-style-type: none"> • Develop, implement and monitor the Museum’s strategic plan; • Develop goals and objectives in alignment with the County Board and Historical Society; • Prepare and monitor the annual Museum budget, including the development of goals and objectives, and controlling expenditures; • Ability to utilize social media and technology to increase access to museum programs, exhibits, and projects. 	40
<p>Supervise overall operation of museum buildings while ensuring proper maintenance and security</p> <ul style="list-style-type: none"> • Supervise overall operations of the museum’s buildings and their contents; • Identify building repairs; • Research’s funding opportunities through grants, prepares applications, and requests donations; • Administers all grant funded projects at all museum sites. 	20
<p>Promote and Market Museums</p> <ul style="list-style-type: none"> • Create interest in museums by developing exhibits, promoting activities and tours and maintaining an inviting atmosphere; • Attend workshops and meetings that address administration and technical information needed to renew and update museum coordinator/curator skills and education; • Attends the Southern Minnesota Tourism Association and Explore Southwest Minnesota meetings; • Serves as the museums primary external contact and spokesperson; • Responsible for the production and dissemination of the quarterly newsletter. 	25
<p>Supervision</p> <ul style="list-style-type: none"> • Provides training and guidance to part-time Site Coordinators, seasonal assistants, and volunteers; • Leads the operations of the museums in alignment with the vision and directives of the County Board and Historical Society; • Responsible for scheduling work assignments, tracking hours work and conducting performance evaluations of staff and assisting in hiring process. 	10
<p>Other duties as apparent or assigned.</p>	5
<p>The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).</p>	

If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.

Qualifications

Education: Minimum of a High School diploma/GED and Associate's Degree in related field and two years' experience in museum work or education in related field, or any equivalent combination of education, training and experience which provides the requisite knowledge and abilities for this position.

Desired Qualifications:

- Supervision experience.
- Building maintenance experience.

Requirements:

- Valid MN Driver's License.
- Knowledge of Murray County and Minnesota history;
- Ability to maintain and enhance historical exhibits;
- Ability to analyze facts and exercise sound judgment when arriving at decisions;
- Ability to effectively organize, direct, and supervise the work of others;
- Ability to foster a team working environment;
- Ability to maintain records and prepare reports;
- Ability to effectively communicate clearly and concisely, both verbally and in writing;
- Ability to write and process grant proposals for various funding sources;
- Ability to work on weekends and holidays as required;
- Ability to establish and maintain effective working relationships with diverse audiences, agencies, school officials, the media, and other County departments, funders, donors, and others contacted during work.

Physical Demands and Working Conditions

- While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
- The employee frequently is required to stand and walk. Occasionally the employee is required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee frequently works in outdoor weather conditions. The employee occasionally works near moving mechanical parts.
- The employee may be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level is usually low to moderate.

Equipment Utilized

- Equipment operated includes a motorized vehicle, turntable, model train, computer, cash register other equipment as found necessary.
- Must be able to use Microsoft Office software and operate operating equipment, such as telephone, typewriter, copy machine, calculator, fax machine, postage machine, personal computer and various printers.
- Ability to operate a vehicle.