

# City of Cordova Position Job Description

## MUSEUM DIRECTOR

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DEPARTMENT: MUSEUM  
SUPERVISOR: CITY MANAGER  
CLASSIFICATION: FULL TIME, OVERTIME EXEMPT, SALARIED

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### SUMMARY

Responsible for daily operations and development of the museum. Serves as liaison between the Cordova Historical Society and the City of Cordova. Develops and implements the administrative operating procedures and policies of the museum.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.**

- Directs, develops, and implements the administrative and operating policies and procedures of the museum.
- Plans, organizes, directs, monitors, and evaluates the work activities of museum staff.
- Develop, submit, and administer annual operating budgets for museum consulting with the historical society.
- Supervises planning of exhibits for facilities and assists in development and implementation.
- Researches, recommends, prepares, and applies for grants with historical society input; oversees the implementation of grant funded projects for the museum.
- Train, supervise and coordinate volunteer activities for the museum.
- Acts as support staff to historical society assisting with fund-raising and volunteer recruitment.
- Assists with operations of Museum Store in partnership with Cordova Historical Society volunteers.
- Assists with memberships, correspondence, accounting, and record keeping.
- Represent city of community, state, federal museum and library organization, historic preservation commission.

### MINIMUM QUALIFICATIONS

- A. Undergraduate degree in history, anthropology, fine art, or a related field is required. An advanced degree with training in museum studies is preferred.
- B. Three years' experience related to museum.

## **NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)**

- A. Proven ability to supervise, evaluate, and direct staff.
- B. Proven ability to communicate and deal effectively with the public.
- C. Good organizational skills and administrative abilities.
- D. Understanding of Alaska Statutes relating to museums.
- E. Knowledge of Federal regulations pertaining to: Native American Grave Protection and Repatriations; Endangered and Threatened Wildlife; Convention on Cultural Property Implementation; Curations of Federally Owned and Administered Archaeological Collections; Antiquities; National Historic Preservation; Alaska Native Claims Settlement and Archaeological Resources Protection Act.
- F. Ability to follow professional and ethical standards related to the American Association of Museums.
- G. Ability to follow policy and procedure manuals of the Cordova Historical Society and Museum

## **REQUIRED TECHNICAL SKILLS**

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

## **LEGAL REQUIREMENTS**

As a condition of employment, this position is may be subject to a pre-employment drug test and background check (criminal history, verification of education and employment history).

## **WORKING CONDITIONS**

Work is accomplished in a general office setting. Attendance at regular and special City Council meetings may be required. Must have the ability to work evenings and weekends. Hours may vary depending on program scheduling.

## **PHYSICAL DEMANDS OF POSITION**

Capable of frequently bending, twisting, and kneeling. Able to lift and carry items weighing up to fifty (50) pounds. Capable of sitting for extended periods of time. Ability to move between physical locations as required for site visits and in-person meetings throughout the community. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with groups, staff, and customers. Sufficient vision, with or without reasonable accommodation, which permits observation of facilities and written documents.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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**I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.**

**Acknowledged:** \_\_\_\_\_ **Date:** \_\_\_\_\_