

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Properties & Facilities

POSITION NUMBER  
20005811 (18012.0)

JOB CODE TITLE  
Administrative Staff

JOB CODE  
99580

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Curator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005807 (18002.0) Administrative Staff

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Plans, manages & coordinates the conservation, interpretation, effective preservation, documentation, research & display of historical objects & botanicals at Ohio Governor's residence & garden: uses museum methods of cataloging & documenting permanent collection; practices museum standards for care & preservation of objects; compiles thorough history of residence & gardens; develops Heritage Garden tours to increase awareness of Ohio's botanical history; manages collections through identification, cataloging & housing of historic materials, both on display & in collection storage; researches collection & its history based on primary & secondary sources; assists in development & implementation of interpretation of historic site & its rooms, including arrangement & appearance; maintains collections management database; plans, develops & assists with implementation of conservation & restoration projects.	Knowledge of (1) museum studies, American history, art history or library science; (2) cataloging; (3) management; (4) research methods; Skill in (5) records management; (6) operation of personal computer & associated software (e.g., Microsoft Word, Excel, Access, PowerPoint, Internet & email); Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) comprehend & record figures accurately; (9) use proper research methods in gathering data; (10) gather, collate & classify information about data, people or things.
50	Promotes Governor's residence & gardens to public: conducts visitor's tours & performs public speaking; plans & implements educational programs; directs expanding non-partisan docent corps; develops new training materials; oversees volunteer program; assists in development & implementation of website & publications; oversees writing & implementation of grants; assists in coordinating events & activities at residence; responds to public inquiries regarding Governor's residence & gardens on its history or collections; other duties as assigned.  Position is in unclassified service per section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.	Knowledge of (11) public relations; (12) training & development; (13) website development; (14) communications; (15) fundraising Skill in 6; (16) developing presentation materials (e.g., PowerPoint slide presentations & speaking points, manuals & handouts) Ability to (17) deliver speeches & presentations; (18) coordinate fundraising & special events.  *developed after employment.

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven/ee*

9/25/08

add 10-2-08ak