

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005811	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Curator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit  Page 1 of 1
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am      TO: 5:00 pm				
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
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.	
JOB CODE 99580	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris Selch/ce</i>	
			DATE 11/26/14	

Apd 11.26.14(ce)