

OCCUPATIONAL GROUP: Cultural Resources

CLASS FAMILY: Culture Resource Programs

CLASS FAMILY DESCRIPTION:

This family includes positions that are multifunctional and are responsible at varying levels for the development, implementation, management and direction all aspects of the State of West Virginia's cultural resources. Positions in this family serve as a resource to organizations and municipalities interested in developing their communities.

CLASS TITLE: Cultural Resources Associate

DISTINGUISHING CHARACTERISTICS:

These positions perform professional level work as historians or archivists or perform technical work for cultural programs. They must have a body of knowledge acquired through both education and experience, and may have some input into setting a program budget. They may lead the work of others. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Processes and services requests from audio visual collections.
- Coordinates microfilming of historical documents, records and newspapers.
- Provides assistance to public in locating historical and genealogical information and records and in interpreting this information.
- Schedules staff in order to have adequate coverage for Cultural Center activities during operating hours; may recruit and train volunteers.
- Provides technical assistance to individuals and organizations seeking funds or grants for restoration or preservation projects and assists in the interpretation, evaluation and preservation of regional historical information.
- Maintains a system of records which document historic collections and work.
- Collects, processes, arranges and preserves historical state records, private papers, architectural drawings, maps and other paper items.
- May learn an arts and humanities program under the direction of a higher level worker or the supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of rules, regulations, policies and procedures of the Division of Culture and History that are applicable to area of assignment.
- Knowledge of the arts/crafts discipline or area of assignment.
- Knowledge of the theory, principles, and techniques of archival administration.

- Knowledge of the principles and practices used in the collecting and administering of public records.
- Knowledge of laws and regulations pertaining to public records.
- Knowledge of archival research techniques and procedures.
- Knowledge of West Virginia and regional history.
- Knowledge of methods of historical research.
- Knowledge of the federal regulations and laws and their application to historic preservation.
- Ability to learn an arts and humanities program.
- Ability to apply knowledge of visual arts, performing arts, crafts and crafts marketing, West Virginia history, historic preservation, structural preservation, journalism, archival preservation, exhibits and display.
- Ability to communicate knowledge of reference systems to the public.
- Ability to apply knowledge of preservation, restoration and storage techniques including lamination, mylar encapsulation, deacidification, dehumidification and fumigation.
- Ability to lead the work of others.
- Ability to communicate effectively both orally and in writing.
- Ability to develop and maintain good working relationships with a wide variety of organizations, agencies and individuals.
- Ability to evaluate existing programs and make recommendations to implement, improve and revise programs.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from an accredited four year college or university.

Experience: 0-2 years

Education & Experience Substitution: Paid or volunteer experience directly related to the area of assignment may be substituted on a year-for year basis.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Cultural Resources Specialist 1

DISTINGUISHING CHARACTERISTICS:

These positions, at the full-performance level, research historical data and identify and/or preserve objects of historical or artistic significance. They typically do not have budgetary responsibilities, but may lead the work of others. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Reviews projects to determine whether historical sites or structures will be affected.
- Acts as a consultant to communities in developing programs of performing arts, visual arts and humanities.
- Advises communities on how best to promote cultural presentations.

- Purchases, inventories and maintains an inventory of materials for presentations, exhibits and events.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of rules, regulations, policies and procedures of the Division of Culture and History that are applicable to employee's area of assignment.
- Knowledge of the arts, crafts discipline or area of assignment.
- Knowledge of marketing techniques most suitable to promote sales of arts and crafts; knowledge of craft items and their market value.
- Knowledge of advanced stage craft including carpentry design, lighting, graphics, electronics and safety standards.
- Ability to apply knowledge of visual arts, performing arts, crafts and crafts marketing, West Virginia history, historic preservation, structural preservation, journalism, archival preservation, exhibits and display.
- Ability to lead the work of others.
- Ability to communicate effectively both orally and in writing.
- Ability to develop and maintain good working relationships with a wide variety of organizations, agencies and individuals.
- Ability to evaluate existing programs and make recommendations to implement, improve and revise programs.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from an accredited four year college or university.

Experience: One to three years of full-time or equivalent part-time paid experience in coordination/planning of cultural programs or events.

Education & Experience Substitution: Experience directly related to the area of assignment which must have included one year assisting in coordination, planning, and execution of cultural programs/events may be substituted for the required education on a year-for-year basis.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Cultural Resources Specialist 2

DISTINGUISHING CHARACTERISTICS:

These positions, at the full-performance level, coordinate one or more specialized arts or humanities programs. They may act as team leader or lead worker over other specialist and associates and may be assigned to work within a budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervises or leads the work of a unit or acts as an expert in the area of assignment.
- Assists in writing grants to fund cultural program.

- Purchases, inventories and maintains an inventory of materials for presentations, exhibits and events.
- Determines objectives and define concepts and contents of program and exhibits.
- Maintains a system of records which document historic collections and work.
- Assists in developing policies and operating procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of rules, regulations, policies and procedures of the Division of Culture and History that are applicable to employee's area of assignment.
- Knowledge of the arts, crafts discipline or area of assignment.
- Knowledge of advanced stage craft including carpentry design, lighting, graphics, electronics and safety standards.
- Ability to lead and direct the work of others.
- Ability to organize and coordinate events.
- Ability to apply knowledge of visual arts, performing arts, crafts and crafts marketing, West Virginia history, historic preservation, structural preservation, journalism, archival preservation, exhibits and display.
- Ability to communicate effectively both orally and in writing.
- Ability to develop and maintain good working relationships with a wide variety of organizations, agencies and individuals.
- Ability to evaluate existing programs and make recommendations to implement, improve and revise programs.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from an accredited four year college or university.

Experience: Two to four years of full-time or equivalent part-time paid experience in coordination/planning of cultural programs or events.

Education & Experience Substitution: Experience directly related to the area of assignment which must have included one year assisting in coordination, planning, and execution of cultural programs/events may be substituted for the required education on a year-for-year basis.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Cultural Resources Specialist 3

DISTINGUISHING CHARACTERISTICS:

These positions, at the advanced level, work to identify and preserve objects of historical significance, requiring an in-depth knowledge of many different arts and humanities fields. These positions typically do not have budgetary responsibilities, but may supervise the work of others. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Acts as an expert in the area of assignment
- Identifies historic themes important to West Virginia.
- Researches and collects data on the history of historic sites, events, and relics.
- Collects, processes, arranges and preserves historical state records, private papers, architectural drawings, maps and other paper items.
- Reviews federally or state-funded projects which involve construction/demolition at or near recognized or prospective historic sites; analyzes proposals, maps, photographs, blue prints or other information to determine any effect the project would have on the sites.
- Reviews project proposals for compliance with federal and state protective regulations.
- Conducts research in the National Register of Historic Places and the state historic inventory for further information regarding historic sites.
- Compiles information and documents reviews for sites nominated for listing with the National Register or for listing with historic surveys or inventories of local cities; documents reviews identifying and evaluating architectural resources and assessing the impact that proposed projects will have on the state's architectural resources.
- Provides National Register guidelines, standards and forms needed for nomination of properties to National Register of Historic Places.
- Provides technical assistance to individuals and organizations seeking funds or grants for restoration or preservation projects on historical sites and in interpretation, evaluation and presentation regional historical information.
- Completes forms for accession file of the collection.
- Composes periodic reports and news items as directed by supervisor.
- May speak publicly on behalf of the agency.
- May supervise the work of others.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of West Virginia and regional history.
- Knowledge of methods of historical research.
- Knowledge of the federal regulations and laws and their application to historic preservation.
- Knowledge of the theory, principles, and techniques of archival administration.
- Knowledge of the principles and practices used in the collecting and administering of public records.
- Knowledge of laws and regulations pertaining to public records.
- Knowledge of archival research techniques and procedures.
- Knowledge of American architectural history including developmental patterns of vernacular architecture in western expansion.
- Knowledge of methods and techniques used in examining, documenting and analyzing historic structures and materials.
- Knowledge of historic and technical design issues.
- Skill in research, historical analysis and interpretation.
- Skill in writing and communication.
- Ability to write comprehensive historical reports containing multiple sections, chapters, exhibits and appendices.

- Ability to organize, evaluate and present information effectively, both orally and in writing.
- Ability to plan, direct and evaluate programs on a state-wide basis.
- Ability to write informational material such as agency history.
- Ability to collect, compile and analyze data from archival records and present it in a logical format.
- Ability to coordinate and monitor the processing of numerous projects which must be addressed within established time frames.
- Ability to supervise or lead the work of other professional staff.

MINIMUM QUALIFICATIONS:

Education: Master’s Degree from an accredited college or university.

Experience: Three to five years of full-time or equivalent part-time paid professional experience area of assignment, one year of which must have been in a supervisory capacity.

Education & Experience Substitution: Experience directly related to the area of assignment which must have included one year assisting in coordination, planning, and execution of cultural programs/events may be substituted for the required education on a year-for-year basis.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Cultural Resources Specialist 4

DISTINGUISHING CHARACTERISTICS:

These positions manage or coordinate a program or manage a facility. They may supervise staff and the operations of a specific cultural resource program within the State. These positions may have input into setting a budget for the assigned program. Performs related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervises both professional and support staff.
- Establishes planning for programmed activities undertaken by the department or facility.
- Establishes monitoring systems for budgets and planning for the programmed activities such as exhibits, events and festivals.
- Enforces established policies in programming; assists in establishing new policies and interpreting them for the staff and public.
- Approves leave and overtime accrued by staff.
- Coordinates events and exhibits; monitors the technical assistance program for events and programs; administers events, exhibits, shares administration of information services, technical services and photographic services; serves as liaison for Mountain Arts Administrative Unit.
- Oversees the security of the Cultural Center and other properties of the agency.
- Inspects the condition of the facility; arranges for repairs or modifications as necessary.

- Solicits bids for purchasing supplies and approves contracts for any special rentals, service work, or renovations.
 - Prepares the operating budget and related fiscal documents.
 - Plans programs for the unit.
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- Plans programmed activities undertaken by the agency; may supervise others.
 - Oversees and directs the operations of a facility; may supervise others; inspects the condition of the facility; arranges for repairs or modifications as necessary; oversees the security.
 - Enforces established policies in programming; assists in establishing new policies and interpreting them for the staff and public.
 - Coordinates events and exhibits; monitors the technical assistance program for events and programs; administers events, exhibits, shares administration of information services, technical services and photographic services.
 - Solicits bids for purchasing supplies and approves contracts for any special rentals, service work, or renovations.
 - Prepares the operating budget and related fiscal documents.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of supervisory and administrative principles, procedures and techniques.
- Knowledge of staging and display techniques for the performing and visual arts.
- Knowledge of state and federal budgetary requirements and practices.
- Knowledge of the Division of Culture and History policies and procedures.
- Knowledge of public and business administration.
- Ability to manage the operation of a state Culture and History facility.
- Ability to plan the exhibition of performing and visual art shows and events and other cultural and historical programs.
- Ability to apply technical knowledge of the performing arts to provide assistance to artists and to prepare and plan performances.
- Ability to prepare and present written and oral reports and presentations.
- Ability to interact with other employees, artists and the general public in order to establish and maintain effective working relationships.
- Ability to evaluate existing programs and make recommendations to implement, improve and revise programs as needed.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from an accredited four year college or university.

Experience: Four years of full-time or equivalent part-time paid experience working in the Department of Culture and History on a professional level or performing administrative or programming duties in the area of assignment.

Education & Experience Substitution: N/A
Certificates, Licenses, Registrations: N/A

CLASS TITLE: Cultural Resource Programs Director

DISTINGUISHING CHARACTERISTICS:

These positions administer arts and humanities programs in the Division of Culture and History. They oversee multiple branches of the division and supervise a large number of Cultural Resource personnel at different institutions throughout the state. These positions have significant financial responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Oversees and directs the daily operation of the agency or assist the division director; accountable for the accomplishment of objectives.
- Develops agency or division program goals, objectives, policies and guidelines related to mission.
- Plans, develops, implements and evaluates the policies, procedures, and activities.
- Directly supervises managers and supervisors of assigned functions; directs and develops staff through recruitment, evaluation, and discipline.
- Interprets statutes, regulations, and policies; researches issues using statutes, rules and regulations; provides technical assistance in area of assignment to employees.
- Maintains and prepares a budget; analyze complex statistical and financial data to determine the appropriate and most effective use of all resources in the fulfillment of mission.
- Communicates agency policies and procedures to government officials, employees and the public.
- Resolves controversial issues and makes recommendations.
- Prepares, directs, and/or presents program information at seminars and public meetings.
- Coordinates plans and programs among various sections with officials of other divisions, offices and activities of local, state, interstate, and federal government entities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable federal and state laws, rules and regulations in the area of assignment.
- Knowledge of the function, organization and regulations of the area of assignment.
- Knowledge of the principles of administrative management and program planning.
- Knowledge of terminology and standards related to the area of assignment.
- Ability to develop rules, regulations, policies, and procedures for application to area of assignment.
- Ability to analyze program needs and develop staffing patterns and budget recommendations.
- Ability to evaluate program performance.
- Ability to supervise others and assign and direct the work of others.

- Ability to communicate with a wide variety of people, both orally and in writing.
- Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS:

Education: Master's Degree in area of employment.

Experience: Two to four years of full-time or equivalent part-time paid experience in area of employment.

Education & Experience Substitution:

Certificates, Licenses, Registrations: N/A

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