

DESCRIPTION: Under administrative direction of the Director/CEO, responsible for the administration, management and organization of a State Historical Society Division which represents a part of the agency's total operations and consists of complex, multifunctional programs with statewide impact; plan, organize and direct Division functions and ensure activities are carried out efficiently and in compliance with applicable rules and regulations through the work of subordinate managers, supervisors, contractors and program staff; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Administers the daily operations of a Division of the Nebraska State Historical Society through developing and implementing program objectives, strategies, policies and procedures in compliance with applicable State and federal laws and regulations.

Plans, assigns, directs and evaluates the work of managers, supervisors and other professional staff including recommending personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances and work schedules and assignments.

Develops and implements plans and goals and evaluates Division performance relative to established objectives; structures the Division's direction as needed to obtain such goals in conformance with the Agency's strategic plan.

Plans and implements projects and establishes project goals and objectives for Division staff; monitors work performed and makes necessary adjustments to ensure attainment of such goals.

Develops and implements policies, procedures and other documents relevant to the assigned Division to respond to program changes, objectives and priorities and to improve the effectiveness of Division operations.

Monitors assigned Division budget and approves expenditures to ensure appropriate use of various State and federal funding sources; plans and organizes programs according to budgeted resources.

Administers grant and contract funded projects and prepares required reports.

Interacts and communicates with agency management and staff to include the Nebraska State Historical Society director and deputy director, to resolve problems and interpret policies and regulations; participates as a member of the management team to provide input into planning for agency wide objectives.

Serves on various committees within the community or among other governmental entities as a representative of the State Historical Society; serves as the subject matter expert to ensure information regarding Division activities is accurately conveyed.

Represents Division as subject matter expert and provides technical expertise and information to agency management, staff, members of the general public, other state agencies, local community organizations and the media; responds to requests for information concerning activities of assigned Division.

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Conducts special research and/or plans projects regarding Division functions, resulting in the development of articles, lectures, exhibits and/or educational programs to present findings.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: Nebraska history; federal and State laws and regulations relevant to the directed Division; the principles of supervision and staff development; business and management principles including strategic planning, resource allocation, human resources, leadership and coordination of people and resources; budget administration practices; standards and practices appropriate to assigned Division.

Skill in: communicating to convey information so others will understand; using logic and reasoning to identify strengths and weaknesses of alternative solutions; identifying complex problems to develop and evaluate options and implement solutions; public speaking.

Ability to: learn, apply and interpret agency policies and procedures relating to areas of responsibility; conceptualize and organize projects and programs; identify and relate pertinent pieces of information to form conclusions; establish program objectives or performance goals and assess progress; formulate policies to meet identified needs, goals or objectives; exercise judgment, decisiveness and creativity in critical and/or unexpected situations; establish and maintain effective working relationships with agency management, community partners and the public; plan, assign and supervise the work of others.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in history, historic preservation, public/business administration or other field related to area of responsibility including: American studies, architecture, archeology, anthropology, archival studies, historic preservation, library science, museum studies or related field AND two years experience in cultural resource management; OR a Master's degree in any of the above mentioned fields. Experience may be substituted for the educational requirement on a year-for-year basis.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Some positions in this class may require an applicant to possess a current professional license/degree/certificate within the professional field and/or experience specific to the assigned program prior to appointment to the class.

Positions in this class may require an employee possess a valid driver's license, or the ability to provide independent authorized transportation to perform work-related travel as necessary.