

DESCRIPTION: Under administrative direction, responsible for the full management and direction of a conservation laboratory at the State Historical Society's Gerald R. Ford Conservation Center including planning, organization, implementation and evaluation of laboratory activities; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the second classification level of two in the Conservator class series. Incumbents in this class perform duties of the Conservator class at an expert level based on greater amounts of experience while managing the business operations of a conservation lab including supervision of assigned staff.

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.)

Manages all aspects of the day-to-day operations of an independent conservation laboratory including assigned staff, supplies, schedules, maintenance, safety and environmental monitoring.

Plans, assigns, directs and evaluates the work of assigned staff located within a conservation laboratory, recommending personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, and work schedules and assignments to ensure efficient and effective accomplishment of work.

Trains assigned staff in the policies and procedures of conservation methods and techniques; provides guidance and assistance on all conservation related matters to lab staff.

Develops and implements short and long range conservation projects and participates in strategic planning for the Ford Conservation Center and the State Historical Society.

Develops public and private client base for contractual conservation projects. Establishes and maintains good client relationships.

Designs and implements quality controls for assigned laboratory and ensures staff compliance; actively seeks feedback from customers to determine satisfaction with the quality of work performed.

Researches, identifies and applies for grant funds; prepares grant proposals relating to conservation projects.

Prepares reports, budgets, fundraising requests, disaster and recovery plans, unit plans, policy and procedure statements and other documents relating to the laboratory's business operations; reviews and edits reports prepared by lab personnel.

Provides professional services appropriate for conserving and preserving artifacts and collections from art museums, art galleries, libraries, historical societies, governmental agencies and private and corporate clients throughout the region.

V39512 – CONSERVATOR LABORATORY MANAGER (continued)

Examines, analyzes, researches, documents and applies conservation treatments to valuable and significant art, history and other works in either paper, textile or object (archaeology, ethnographic or historic) form.

Provides conservation and preservation expertise of a senior conservator to private and public organizations and residents through conservation treatment activities and consultation; serves as a resource by answering inquiries on conservation related matters.

Advises the Nebraska State Historical Society and other regional organizations and individuals on issues relating to the long-term preservation of art and cultural artifact collections.

Builds regional understanding and awareness of conservation and preservation of cultural materials through the production and delivery of lectures, professional literature and workshops.

Represents the Nebraska State Historical Society and the Gerald R. Ford Conservation Center at regional and national professional meetings.

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

Knowledge of: principles and techniques of supervision; business and management principles involved in strategic planning, resource allocation, production methods and leadership; state of the art preservation and conservation principles and methodology; materials science, history of technology, art history and historical and contemporary art; design techniques, tools and principles; historic events and their causes; disaster preparedness procedures and plans; the operation of various conservation tools and equipment including microscopes, X-Ray machines, photography equipment, infrared camera, scanning equipment, power tools, molding/casting tools, chemistry lab tools, fume exhaust systems, etc; requirements of the American Institute for Conservation's Code of Ethics and Guidelines for Practice.

Skill in: hand and eye coordination to perform delicate conservation treatments; considering relative costs and benefits of potential actions to choose the most appropriate; determining the kind of tools and equipment needed to do a job; managing one's own time and the time of others; using logic and reasoning to identify the strengths and weaknesses of alternative solutions.

Ability to: prepare grant and budget requests; compose or edit reports; coordinate different projects among several contributors; communicate so others will understand; establish short and long range plans; work in a team based structure; conceptualize impact of conservation treatment techniques on objects; solicit conservation work from outside sources; accurately interpret and apply professional standards to conservation activities; operate a motor vehicle; lift or move 30 pounds.

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

Master's degree/certificate from a recognized conservation training program, or have equivalent experience, PLUS ten years experience at progressively advanced levels.

SPECIAL NOTES:

Positions in this class may require an employee to possess a valid driver's license or provide independent authorized transportation.

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).