



STATE OF CALIFORNIA
Department of Parks and Recreation
 EXAMINATION ANNOUNCEMENT
CALIFORNIA STATE PARK MUSEUM DIRECTOR
OPEN - SPOT



AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, MEDICAL CONDITION OR PREGNANCY, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

BS63-2864

4PR03

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR

Department of Parks and Recreation

POSITIONS EXIST

This is a **SPOT** examination for Sacramento and San Luis Obispo. Candidates may only establish eligibility for these counties.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications by **February 10, 2014**, the final filing date. Applications will not be accepted on a promotional basis.

WHERE TO APPLY

Applications ([Std. Form 678](#)) may be delivered in person or by mail. Please submit to:

By mail to:

Department of Parks and Recreation
 Attention: Selections Unit
 P.O. Box 942896
 Sacramento, CA 94296-0001

In person to:

Department of Parks and Recreation
 1416 9th Street
 Room 1018 (10th floor)
 Sacramento, CA 95814

NOTE: INCLUDE EXAM CODE 4PR03 ON YOUR APPLICATION IN THE SECTION TITLED "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING". Only applications for the California State Park Museum Director will be accepted. If you are applying for another examination you must file a separate application. Failure to do so will result in rejection from that examination.

FINAL FILING DATE

Applications (Form 678) and the required Training and Experience Questionnaire must be postmarked no later than **February 10, 2014 the final filing date.** **Click the link below to complete the Training and Experience Questionnaire:**

<https://www.surveymonkey.com/s/Exam-Museum>

Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

All applicants must complete and return the entire examination packet by the final filing date, February 10, 2014. Packets postmarked after the final filing date will not be accepted. The filing deadline to complete the Training and Experience Questionnaire is 5:00 PM, Monday, February 10, 2013. The link to this examination will not be available after that point.

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Exam Title: California State Park Museum Director
Exam Code: 4PR03

Release date: January 17, 2014
Final Filing Date: February 10, 2014

SALARY RANGE

\$7,091 - \$8,052

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION

A departmental spot eligible list will be established for the Department of Parks and Recreation in Sacramento and San Luis Obispo. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **February 10, 2014, the final filing date.**

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS

Experience: Five years of broad and extensive administrative or management experience which includes responsibility for managing complex programs and projects, such as fiscal management, budgeting, personnel, long-range planning, fund raising, grant writing and management, marketing, public relations or program development. Two of the five years of experience must be in a museum or cultural resource setting in a supervisory capacity. **And**

Education: Graduation from college with a Bachelor's Degree, preferably in Business Administration, Management, Marketing, Public Administration, or a field relating to the study, interpretation, and preservation of cultural resources.

POSITION DESCRIPTION

Plans, organizes, directs, and provides leadership for a California State Park Museum's multidisciplinary program including collections, exhibits, research visitor services, volunteer coordination, education programs, publications, promotions, special events, security, fee collection, facility maintenance, and housekeeping; sets museum-wide policies and priorities; develops and implements Museum and community-wide programs; establishes institutional philosophy and mission; acts as liaison and coordinates Museum support groups, docent organizations, a Museum nonprofit foundation and advisory committees; develops major outside sources of financial support for a Museum; establishes and maintains contacts with corporations to assist in a Museum's success; acts as chief statewide spokesperson for a Museum; works at a policy level with top corporate and civic leaders throughout the State to cultivate a broad base of support for a Museum; appears before the State Legislature and other entities and groups on behalf of a Museum's programs; assumes primary responsibility for completing a Museum's master plan; works to gain and maintain a high level of visibility and national recognition for a Museum; develops the annual Museum budget; directs expenditures; recruits and trains personnel; evaluates employee performance and takes or recommends appropriate action; and prepares detailed reports and correspondence.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to frequently work on weekends and holidays and at odd and irregular hours, and to travel.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE QUESTIONNAIRE WEIGHTED 100.00%

The entire examination will consist of an evaluation of training and experience weighted 100%. The Training and Experience Questionnaire is designed to elicit specific information regarding each candidate's Knowledge, Skills and Abilities relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria.

Click the link below to complete the Training and Experience Questionnaire:

<https://www.surveymonkey.com/s/Exam-Museum>

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The Department of Parks and Recreation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

TRAINING AND EXPERIENCE QUESTIONNAIRE WEIGHTED 100%

Scope:

Knowledge of:

1. The principles and practices of operating, interpreting, protecting, and maintaining a major museum, or museum services program.
2. Principles, trends, developments, and achievements in the broad field of museums, historic preservation, interpretation and collections management.
3. Principles of museum administration, exhibit practices, museum collections management, community engagement, and public policy related to museums.
4. Principles, practices, and trends in the operation, organization, and management of a large museum.
5. Fund development, including grant writing and administration, major donor development, and cultivating both public and private sector financial support.
6. The administration and Department's goals and policies.
7. Basic principles of museum organizational and strategic planning.
8. Principles of facilities maintenance, construction, repair, restoration, housekeeping, groundskeeping, and equipment maintenance.
9. Principles of personnel management, business management, and public administration.
10. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotions and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Ability to manage the operation of a large complex museum or museum services program.
2. Ability to organize, coordinate, plan, and supervise museum services programs for collections management, historic preservation, exhibition development, community engagement, planning, research, education, operations, interpretation, maintenance, and administration.
3. Ability to provide leadership and guidance for museum or museum program operations.
4. Ability to organize exhibits for intellectual framework, design, thematic development, artifact identification, etc .
5. Ability to direct volunteers in museum programs.
6. Ability to plan and implement museum programs, policies, and future direction.
7. Ability to plan and direct fund-development programs.
8. Ability to develop and oversee the implementation of exhibition and educational programs.
9. Ability to prevent and solve problems by utilizing management and communication skills, concepts, and techniques.
10. Ability to communicate effectively with individuals and organizations, other governmental entities, private business, and the public.
11. Ability to apply research techniques effectively to maintain and update museum programs, policies, procedures and guidelines.
12. Ability to develop and maintain cooperative working relationships with individuals and organizations, other governmental entities, private business, and the public.
13. Ability to effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

VETERANS' PREFERENCE CREDITS AND CAREER CREDITS

Veteran's preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.

IMPORTANT CHANGES – EFFECTIVE JANUARY 1, 2014

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[Assembly Bill 372](#), signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. **Veterans Preference will be awarded as follows, starting on January 1, 2014:**

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans Preference is not granted once a person achieves permanent civil service status.

Per Government Code Sections 18950.1, 18951 and 18951.5, career credits do not apply for this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Parks and Recreation, (916) 653-9604 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Selection Unit of the Department of Parks and Recreation, (916) 651-0438, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at www.jobs.ca.gov, and local offices of the Employment Development Department, and the Department of Parks and Recreation.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Parks and Recreation reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

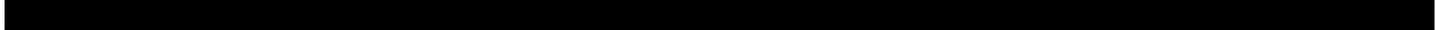
DEPARTMENT OF PARKS AND RECREATION
Personnel Office/Selection Unit 1416 9th Street, Room 1018, Sacramento, CA 95814 (916) 653-3536.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

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