



California Department of
Parks and Recreation

CALIFORNIA STATE PARK MUSEUM DIRECTOR

Exam Code: 3PR41

Department: Parks and Recreation

**Exam Type: Open – Spot Exam – Hearst
Castle**

Final Filing Date: November 7, 2023

CLASSIFICATION DETAILS

California State Park Museum Director (2864) – \$9,160 - \$10,403 per month.

View the [Classification Title and Classification Specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: November 7, 2023

Who Should Apply:

Applicants who meet the requirements as stated in the minimum qualifications section of this announcement. Anyone on the existing eligibility list for this classification, must take and pass this examination to be placed on the newly established eligibility list. Applications will not be accepted on a promotional basis.

How To Apply:

Examination and/or Employment application (STD. 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your **CalCareer Account at www.calcareers.ca.gov**. Applications emailed, postmarked or personally hand delivered after the final filing date **will not** be accepted for any reason. Applications **must be received with a signature and date.**

Applications must include the following information in the section titled: “Examination(s) or Job Title(s) for which you are applying”

- Exam Title: **California State Park Museum Director**
- Exam Code: **3PR41**

Only applications for the *California State Park Museum Director* will be accepted. If you are applying for multiple examinations, you must file a separate application for each one. Failure to do so will result in the rejection of your application from this examination.

Due to COVID, we have limited staff working in the office. Therefore, the preferred method of application submittal is by mail or email.

However, do not send your application via office or interoffice mail. Applications received by this manner after the final filing date **will not** be accepted and cannot be returned pursuant to California Code of Regulations §174. Also, Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Via email

Exams@Parks.ca.gov

By mail:

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

In person:

Department of Parks and Recreation
Attention: Selections Unit/
Christine Hendricks
715 P Street, 1st Floor Security Desk
Sacramento, CA 95814

POSITION DESCRIPTION

California State Park Museum Director

Under general direction, to plan, organize, develop, implement, and direct programs and activities of a California State Park Museum; develop working relationships with the public sector to secure outside support for the Museum and its programs; provide leadership and long-range planning for the development and enhancement of the Museum and its programs; and to do other related work.

MINIMUM QUALIFICATIONS

If education is required to meet the minimum qualifications, include on the application the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed.

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

California State Park Museum Director

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.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a Master's Degree, preferably in Business or Public Administration, Management, Marketing, or a field relating to the study, interpretation, and preservation of cultural resources; advanced training in museum management; and demonstrated knowledge and interest in the fields of history, preservation, and interpretation.

SPECIAL PERSONAL CHARACTERISTIC

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

EXAMINATION INFORMATION

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% will be required.

The Training and Experience (T&E) Examination will consist of statements designed to measure how your training and work history have provided you the essential knowledge, skills, and abilities, and potential to effectively perform the duties relative to the classification.

***Applicants who meet the minimum qualifications will be sent an email with the link to access and take the T&E examination. Candidates must include a current/valid email address on their application. Failure to provide your current/valid email address will prevent you from taking the examination.**

Reschedules will only be considered based on the California Government Code and the California Department of Human Resources policy.

EXAMINATION SCOPE

In addition to evaluating applicants' relative knowledge, skills, and abilities, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Principles and practices of operating, interpreting, protecting, and maintaining a major museum.
2. Principles, trends, developments, and achievements in the broad field of museums.
3. Principles of museum administration and exhibit practices.
4. Principles, practices, and trends in the operation, organization, and management of a large museum.
5. Financial development, grantsmanship, and cultivating private sector financial support.
6. Collection management.
7. The administration and Department's goals and policies.
8. Governmental Functions and organization at the State and local level.
9. Basic principles of planning.
10. Principles of interpreting historical and cultural features.
11. Land acquisition procedures and property management.
12. Principles of facilities maintenance, construction, repair, restoration, housekeeping, groundskeeping, and equipment maintenance.
13. Principles of personnel management, and business and public administration.
14. A manager/'s/supervisor's responsibility for promoting equal opportunity in hiring and employee devilmnt and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Manage the operation of a large complex museum.
2. Organize, coordinate, plan, and supervise museum programs for collection management, research, education, operations, interpretation, maintenance, and administration.
3. Lead an established museum during growth and expansion.
4. Provide leadership and guidance for a museum's operations.
5. Organize exhibits.
6. Direct volunteers.
7. Plan and implement museum programs, policies, and future direction.
8. Plan and direct fund-raising programs.
9. Serve in an advisory capacity to other museums.

10. Prevent and solve problems by utilizing management and communication skills, concepts, and techniques.' Analyze situations and take effective action.
11. Communicate effectively with others.
12. Apply research techniques effectively.
13. Develop and maintain cooperative working relationships with individuals and organizations, other governmental entities, private enterprise, and the public.
14. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the *California State Park Museum Director* classification will be established for the **Department of Parks and Recreation**.

Eligibility expires **twelve (12) months** after it is established. Applicants must retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran's status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career credits are not granted in open examinations.

CONTACT INFORMATION

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Email:

Exams@Parks.ca.gov

Phone:

Phone: 916-902-8698

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

REASONABLE ACCOMMODATION

If you have a disability and need special testing arrangements, mark “yes” on Question #10 on the Examination and/or Employment application and complete the Accommodation form. The Selections Unit will contact you to make special testing arrangements. If you have been contacted prior to receiving a notice to appear for the examination, please contact the Exam Analyst at (916) 902-8698.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. 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.

GENERAL INFORMATION

For an examination without a written feature, it is your responsibility as the candidate to contact the Selection Unit of the Department of Parks and Recreation if you have not received a progress notice within two weeks of the final filing date.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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 has change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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.

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 the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.