

Nicollet County Historical Society POSITION DESCRIPTION A		EMPLOYEE'S NAME	
BUDGET TITLE E. St. Julien Cox House Site Manager	WORKING TITLE (if different) Cox House Manager	SALARY \$12/hour not to exceed \$2,000 in 2021	HOURS Part-Time, Seasonal Various Hours
PREPARED BY NCHS Board of Directors		EMPLOYEE'S SIGNATURE (this position description accurately reflects my current job)	DATE
SUPERVISOR'S SIGNATURE	DATE	BOARD PRESIDENT'S SIGNATURE	DATE

POSITION PURPOSE <p>The Cox House Manager oversees all site operations at the Cox House throughout the open Summer season and various other times throughout the year. The Cox House Manager acts as the public face for the historical society at the Cox House Historic Site by opening and closing the house, greeting all visitors and site contacts, answering phones, and booking tours. The Cox House Manager is responsible for planning, promoting, and producing site programs. The position manages all other aspects of the Cox House site, including acting within budget guidelines, Site retail operations, and site maintenance. The Manager advises the Executive Director, Cox House Committee, and NCHS Board on artifact collections, ongoing preservation needs, and additional interpretation. The Cox House Manager attends Cox House Committee Meetings as an ex officio member, informs them of Site business, and acts as a liaison between the Committee and NCHS staff. The Cox House Manager may occasionally participate in other core museum functions like public presentations, research, fundraising, and other Committee work assigned by the Director.</p>
REPORTABILITY Reports to: Executive Director Supervises: Volunteers and interns as directed
DIMENSIONS Budget: Cox House Clientele: NCHS staff, Cox House Committee, site visitors, potential visitors, contributors, and volunteers

Position Description	B	EMPLOYEE'S NAME	POSITION Cox House Manager
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Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS, AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
1.	<u>Daily Operation:</u> Act as the public face for the Site. A) Maintain open hours. B) Greet visitors and lead guided house tours. C) Handle admissions, fees, and donations D) Maintain appropriate records.	A	30%	A
2.	<u>Conducts Programs:</u> Works within Site parameters such as budget and historic preservation to create, promote, and implement regular site programs. Programs should touch a variety of audiences and topics but be complementary to the Site's mission and history. A) Plan and execute Site programs and group tours. B) Promote programs through press releases, posters, interviews, advertisements, and other means. C) Work in concert with Committee in planning ongoing special programming. D) Work towards developing and continuing relationships with schools and tour operators E) Maintain appropriate records.	A	25%	B
3.	<u>Promotes Site:</u> Works with the Executive Director and Cox House Committee to raise awareness and appreciation for the Site. A) Act as the media contact for the site B) Be available to speak to local groups and organizations. C) Work with Exec. Director within budget guidelines to develop an advertising plan. D) Develop new community and industry contacts.	A	15%	B
4.	<u>Cox House Committee Ex-Officio:</u> Meets regularly and consults with the Cox House Committee. The Committee serves in an advisory role concerning Site business and assists the Manager and NCHS Board in decision making and long-range planning. A) Acts as a liaison between the Committee and NCHS staff B) Request and supervise volunteer assistance as needed.	B	15%	B
5.	<u>Performs Light Maintenance:</u> The Site requires a variety of ongoing maintenance from mowing, to vacuuming, to monitoring heating and air conditioning. In addition to performing some maintenance, the Manager will need to coordinate with the NCHS Custodian and Cox House Committee to ensure that ongoing maintenance needs are met so the Site remains orderly and presentable for interpretation.	B	6%	A
6.	<u>Supervises Staff, Interns, and Volunteers:</u> occasionally to complete specific tasks or goals as necessary and/or opportunity arises.	B	5%	C
7.	<u>Participates in Planning Process(es):</u> occasionally work with staff, volunteers, and board members in creating and implementing long-range plans and procedures regarding Cox House Historic Site.	B	2%	A
8.	Other duties as assigned.	C	2%	C

POSITION	EMPLOYEE'S NAME	POSITION
DESCRIPTION C		Cox House Manager

NATURE AND SCOPE (relationships; knowledge, skills and abilities; problem solving and creativity; and freedom to act.)

RELATIONSHIPS

The Cox House Manager must be able to work both collaboratively and alone. The Cox House Manager will need to work closely with the Executive Director and other NCHS staff and volunteers. To succeed in the position, the Cox House Manager will need to be a self-starter, precise, and flexible. The Cox House Manager must be able to communicate well via written, oral, and in-person communication.

KNOWLEDGE, SKILLS AND ABILITIES

It is highly preferred that the Cox House Manager have work experience in a museum setting and/or a degree or be able to show equal level of experience. The Cox House Manager should have an interest in historic site interpretation and educational programming. Good customer service and communication skills are required along with good organizational skills and ability to meet deadlines. The Cox House Manager should also have a basic working knowledge of computers and technology.

PROBLEM SOLVING AND CREATIVITY

The Cox House Manager is required to think on their feet. The Cox House Manager must be able to balance long and short-term goals, be attentive to details, be able to think spatially and conceptually, and approach problems in a critical and thoughtful manner. The Cox House Manager will need to pay special attention to deadlines and be able to prioritize tasks and goals to coincide with the intended outcomes.

FREEDOM TO ACT

This position has the freedom to act independently in all duties with level A discretion. It is important to inform the Executive Director of decisions and keep them up-to-date on all subsequent results and/or outcomes. This position can act with prior consultation and approval of the Executive Director on each specific task (or project) falling under duties with level B, C, and D discretion.

INSTRUCTIONS FOR COMPLETING POSITION DESCRIPTION A, B, C

A HEADING, POSITION PURPOSE, REPORTABILITY AND DIMENSIONS

EMPLOYEE'S NAME: Name of the person currently holding position.

BUDGET TITLE: Official title assigned to the position by the NCHS Board.

WORKING TITLE: Unofficial working title, if any, assigned to the position.

SALARY: The annual, monthly, or hourly compensation assigned to the position.

PREPARED BY: Name of the person who wrote the position description.

EMPLOYEE'S SIGNATURE: Signature of the person holding the position, indicating that the position description reflects the employee's current responsibilities.

DATE: Month, day and year that the employee signed the position description.

SUPERVISOR'S SIGNATURE: Signature of the employee's immediate supervisor, indicating that the position description reflects the employee's current responsibilities.

DATE: Month, day and year that the employee's immediate supervisor approved the position description.

BOARD PRESIDENT'S SIGNATURE: Signature of the Board President, indicating that the position description reflects the employee's current responsibilities.

DATE: Month, day and year that the employee's supervisor approved the position description.

REPORTABILITY

Reports to: Budget title of the employee's immediate supervisor.

Supervises: Budget titles of the people supervised by the employee.

DIMENSIONS

Budget: Dollar amount or line item of budget that the position controls, manages or has direct impact upon.

Clientele: People and/or organizations directly affected by the position.

B PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS

PRINCIPAL RESPONSIBILITIES: General duties that the employee performs to achieve measurable end results. ("It is my responsibility to...so that..."). There are usually 4 to 10 responsibility statements in a position description.

Example: To coordinate department mailings so that the appropriate people receive memos, bulletins, etc. on Time.

TASKS: Specific and distinct activities that comprise each of the employee's principal responsibilities. Tasks should be listed on the left side of the column directly below the principal responsibility statement.

Example: Maintain updated mailing list, address envelopes.

PERFORMANCE INDICATORS: Statements of conditions that will exist when tasks or responsibilities are performed satisfactorily. Performance indicators are specific, measurable and attainable goals that the employee intends to reach in a designated period of Time. They measure the quality or quantity of the work lobe performed, the time frame in which the work is to be completed, and or the resources used to get the job done. Performance indicators may relate to individual task statements or principal responsibilities. Each task statement may not require a performance indicator.

Example: Mailing list will be updated by the first of each month. All addresses on the mailing list will include zip codes.

Priority: Use the letter A, B or C to indicate the relative importance of each principal responsibility to the total position.

A. Results are essential and must be accomplished.

B. Results are important and should be accomplished, but not at the expense of A priorities.

C. Results are desirable, but should not be accomplished at the expense of A and/or B priorities.

Note: Priority changes should be made only with the consent and approval of the employee's immediate supervisor.

% of Time: Number assigned to each principal responsibility statement, indicating the anticipated percentage of Time that the employee gives to that responsibility. The total for all responsibilities should be 100%.

NOTE: % of Time and Priority considered together reflect the overall importance of each responsibility to the total position.

Discretion: Use the letter A, B, C or D to describe the employee's level of authority for each principal responsibility.

A. Employee investigates situations, makes decisions, takes appropriate actions, reports by exception and through normal review processes.

B. Employee investigates situations, makes decisions, takes appropriate actions, reports to supervisors immediately after action is taken.

C. Employee investigates situations, recommends action to supervisor, makes decisions with supervisor, takes appropriate action, reports to supervisor immediately after action is taken.

D. Employee discusses situations with supervisor before investigating, makes decisions with supervisors, takes appropriate actions, reports to supervisor immediately after action is taken.

C. NATURE AND SCOPE (narrative)

Relationships: Communication methods (oral and written used to carry out responsibilities; committees on which the employee serves; agencies, divisions, organizations and/or individuals through which the employee's work is coordinated.)

Knowledge Skills and Abilities: Minimum knowledge, skills and abilities needed to carry out principal responsibilities; how knowledge; skills and abilities are used; relative importance of managerial, technical and human relations skills on the job.)

Problem Solving: Types of job-related problems that the employee encounters; examples of problems that must be handled by a higher authority; opportunities for creativity. Freedom to Act Frequency with which employee reports to a higher authority, methods of reporting (oral and written); externally imposed controls which limit the employee's freedom to act laws, rules procedures, etc.