

COMMONWEALTH OF PENNSYLVANIA
invites applications for:



Site Administrator 2- Erie Maritime Museum

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

SALARY:	\$65,937.00 - \$100,128.00 Annually
JOB TYPE:	Civil Service Permanent Full-Time
DEPARTMENT:	Historical & Museum Commission
LOCATION:	Erie County
OPENING DATE:	07/20/20
CLOSING DATE:	08/18/20 11:59 PM
JOB CODE:	27680
POSITION NUMBER:	00183726
BARGAINING UNIT:	C3
PAY GROUP:	ST09
BUREAU/DIVISION CODE:	0828
BUREAU/DIVISION:	Bureau of Historic Sites and Museums/Western Division
WORKSITE ADDRESS:	150 East Front Street
CITY:	Erie
ZIP CODE:	16507
CONTACT NAME:	Susan Latin
CONTACT PHONE:	(717) 772-2839
CONTACT EMAIL:	slatin@pa.gov

THE POSITION:

Do you have a passion for history--especially maritime history, love working with museum exhibits and collections, and enjoy managing complex operations? If so, the Bureau of Historic Sites and Museums (BHSM) of the PA Historical and Museum Commission (PHMC) is looking for an experienced director to manage the Erie Maritime Museum and US Brig/Flagship Niagara in Erie County.

IMPORTANT: YOU MUST APPLY TO THIS VACANCY POSTING, MEET ELIGIBILITY REQUIREMENTS, COMPLETE THE SUPPLEMENTAL QUESTIONS AND RECEIVE A SCORE. YOUR SCORE IS ONLY VALID FOR THIS SPECIFIC VACANCY. ONCE THIS

POSITION IS FILLED, YOUR SCORE IS NO LONGER VALID.

- Full-time employment
- Work Hours: 8:30 am - 5:00 pm; Monday - Friday; 1 hour lunch
- Some weekend and evening work for meetings and special events will be required.

DESCRIPTION OF WORK:

As Site Administrator for the Erie Maritime Museum/Flagship Niagara, you will play a crucial role in the management and interpretation of this important Commonwealth resource.

Generally, the site administrator manages all aspects of the operation and development of the EMM/Niagara. The administrator plans, directs, monitors, and supervises all facets of day-to-day operations. Responsibilities include maintenance of buildings and grounds, personnel management, financial management, security, collections care and management, exhibits, programs, interpretation, educational programming, accreditation, various types of planning, recruitment and training of volunteers, fundraising, identifying and developing community partners, marketing, development of the Associate group, implementation of Commonwealth and PHMC policies and procedures, and promotion of the site locally, regionally and nationally.

The administrator serves as PHMC liaison with the Flagship Niagara League, the site's 501-c-3 support group. The League adds approximately \$2mil in annual assistance to site operations, and holds a management agreement with PHMC to operate and maintain the Niagara. The Site Administrator assists the League in annual planning, submission of the Associates Agreement, and timely reporting to the Bureau office. The Administrator provides oversight of the sail training program on behalf of the PHMC to ensure it remains in compliance with all State and Federal requirements. The Administrator provides appropriate non-profit management expertise and advice to the League to ensure compliance with the Associate Agreement. Additionally, the Administrator serves as PHMC liaison to the community, organizations, institutions, and individuals.

The Erie Maritime Museum serves over 50,000 visitors annually with a busy schedule of public programming. The Niagara travels during the summer sailing season to ports around Lake Erie, and the Lettie G. Howard offers day sails to visitors.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:**Qualifications:**

- [PA residency requirement](#) waived for this position
- **Minimum Experience and Training Requirements:** One year as a Museum and Historic Site Administrator 1; OR three years of professional museum educational or curatorial experience including one year of supervisory experience and a bachelor's degree in history, American studies, museum studies, or a closely related field; OR two years of professional museum educational or curatorial experience including one year of supervisory experience and a master's degree in history, American studies, museum studies, or a closely related field.
- If you are provided directions to upload transcripts during the application process but you cannot currently obtain them due to the temporary educational institution closures, please upload the official response from your institution regarding your request. In addition, if asked to provide transcripts for specific coursework, e.g., 12 credits in social science, you may upload a list of completed courses you believe are qualifying in place of the transcripts. The list must include the name of the school(s), course titles completed with a passing grade, and number of credits for each course. Once you receive a copy of your transcripts, you may send the document(s) and the specific job title and job number to which you applied to ra-cs-documents@pa.gov. If selected for a position, you may be required to provide an official transcript to verify educational requirements.

- Must be able to perform essential job functions

Legal Requirements:

- This position falls under the provisions of the Child Protective Services Law. Under the Law, a conditional offer of employment will require submission and approval of satisfactory criminal history reports, including but not limited to, PA State Police, Child Abuse history clearance, and FBI clearance.
- A conditional offer of employment will require submission of criminal history reports
- You must pass a background investigation

Veterans: Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, go to www.employment.pa.gov/Additional%20Info/Pages/default.aspx and click the Veterans' Preference tab or contact us at ra-cs-vetpreference@pa.gov.

Telecommunications Relay Service (TRS): 711 (hearing and speech disabilities or other individuals)

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EXAMINATION INFORMATION:

- **Score valid for this specific posting only**
- Score based on information reported on application and supplemental questions
- Provide complete and accurate information or:
 - score may be lower than deserved
 - application processing may be delayed
 - disqualification may result
- May only test once under this announcement
- Email notice of test results provided

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.employment.pa.gov>

Job #CS-20201802-27680
 SITE ADMINISTRATOR 2- ERIE MARITIME MUSEUM
 OE

OUR OFFICE IS LOCATED AT:
 613 North Street
 Harrisburg, PA 17120

jobs@pa.gov

An Equal Opportunity Employer

Site Administrator 2- Erie Maritime Museum Supplemental Questionnaire

- * 1. Have you been employed by the Commonwealth of Pennsylvania as a Museum and Historic Site Administrator 1 for one or more years full-time?

- Yes
 No

- * 2. CS-MET 1 If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

- * 3. Do you possess one or more years of full-time professional supervisory museum educational or curatorial experience?
 - Yes
 - No

- * 4. CS-MET 2 If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

- * 5. How many years of full-time professional museum educational or curatorial experience do you possess?
 - 3 years or more
 - 2 but less than 3 years
 - Less than 2 years
 - None

- * 6. CS-MET 3 If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

- * 7. Do you possess a conferred bachelor's degree or higher in history, American studies, museum studies, or a closely related field?

If you are claiming credits/degree, you must upload a copy of your college transcript(s) for this education to be considered in the eligibility decision. Unofficial transcripts are acceptable. You must attach your transcript(s) prior to the submission of your application by using the "Attachments" tab on the left. You will not be able to add a transcript(s) to the application after it has been submitted.

If you answer "yes" to this question based on education acquired outside of the United States, you must also upload a copy of your foreign credential evaluation. For more information on foreign education credentials, please visit <https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx#q3> and click on Other Information.

- Yes
- No

- * 8. You must complete the supplemental questions below. These supplemental questions are the exam and will be scored. They are designed to give you the opportunity to relate your experience and training background to the major activities (Work Behaviors) performed in this position. Failure to provide complete and accurate information may delay the processing of your application or result in a lower-than-deserved score or disqualification. You must complete the application and answer the supplemental

questions. Resumes, cover letters, and similar documents will not be reviewed for the purposes of determining your eligibility for the position or to determine your score.

All information you provide on your application and supplemental questions is subject to verification. Any misrepresentation, falsification or omission of material facts is subject to penalty. If requested, you must provide documentation, including names, addresses, and telephone numbers of individuals who can verify the validity of the information you provide in the application and supplemental questions.

Read each work behavior carefully. Determine and select which "Level of Performance" most closely represents your highest level of experience/training. List the employer(s)/training source(s) from your Work or Education sections of the application where you gained this experience/training. **The "Level of Performance" you choose for each work behavior must be clearly supported within the description of the experience and training information entered in your application or your score may be lowered.** In order to receive credit for experience, you must have worked in a job for at least six months in which the experience claimed was a major function.

Yes

* 9. **WORK BEHAVIOR 1 – ADMINISTRATION**

Involves total responsibility for a museum or historic site by directing, coordinating and accomplishing the normal facility management functions and necessary operations. Job duties include preparing annual, long range and specialized plans as a base for operations; preparing/recommending and adhering to budgets to establish fiscal control and use for future planning, monitoring financial matters accounting for monies collected; developing financial resources by preparing grant proposals, and developing and working with support groups and volunteers; overseeing the maintenance of grounds, buildings and contents of a museum or historic site; protecting and providing for the security of a museum or historic site and its contents through proper measures and procedures.

Levels of Performance

Select the Level of Performance that best describes your claim.

- A. I have professional experience performing most of the above job duties in a museum or historic site with an annual operating budget of at least one million dollars.
- B. I have professional experience performing most of the above duties in a museum or historic site with an annual operating budget fewer than one million dollars.
- C. I have professional experience performing most of the above job duties; however, I did not perform them in a museum or historic site.
- D. I have college coursework or training related to this work behavior such as finance, budgeting, accounting, auditing, grant writing, public administration, business administration, business strategy planning, managerial economics, management, etc.
- E. I have no experience or training related to Work Behavior 1.

- * 10. Describe your experience as it relates to the level of performance you claimed on this Work Behavior. Please be sure your response addresses the three items listed below. If you claimed you have no work experience related to this work behavior, type N/A in the text box below.

1. The employer(s) where you gained this experience.
2. The operating budget, in dollars, you managed.
3. The administrative duties you performed (prepared operation plans, wrote grants, developed budgets, formulated security policy, etc.).

- * 11. CS-EDUCATION If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

- * 12. **WORK BEHAVIOR 2 – MARKETING**

Communicates information related to the mission, collections and programs of a historic site or museum to the public through print and electronic media. Job duties include evaluating and approving the content and format of a variety of media formats such as pamphlets, brochures, websites, formal presentations, social media, press releases, etc.

Levels of Performance

Select the Level of Performance that best describes your claim.

- A. I have professional experience evaluating and approving the content of a variety of both print and electronic media.
- B. I have professional experience drafting new or revising existing content of a variety of both print and electronic media. I was not responsible for approving the final products.
- C. I have professional experience evaluating, approving, drafting new or revising the existing content of either print or electronic media.
- D. I have college coursework or training related to this work behavior such as advertising, market branding, public relations, marketing management, website development, speech writing, social media, journalism, etc.
- E. I have no experience or training related to Work Behavior 2.

- * 13. Describe your experience as it relates to the level of performance you claimed on this Work Behavior. Please be sure your response addresses the three items listed below. If you claimed you have no work experience related to this work behavior, type N/A in the text box below.

1. The employer(s) where you gained this experience.
2. The type of media you used to communicate information (brochures, websites, pamphlets, social media, etc.).
3. Your level of responsibility for the media's content (evaluated, revised, drafted, approved, etc.).

- * 14. CS-EDUCATION If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

* 15. **WORK BEHAVIOR 3 – CURATION**

Involves the study, identification, arrangement, documentation and conservation of historic collections with responsibility for protecting, preserving and conserving the collection. Duties include evaluating collections and/or acquiring additions to collections; managing/maintaining/conserving collections for use; and contracting for specialized collections care and conservation.

Levels of Performance

Select the Level of Performance that best describes your claim.

- A. I have professional experience studying, identifying, arranging, documenting and conserving a collection in a museum or historic site.
- B. I have professional experience performing three or four of the following five job duties with a collection: studying, identifying, arranging, documenting and conserving. This experience was in a museum or historic site.
- C. I have professional experience performing at least two of the following five job duties with a collection: studying, identifying, arranging, documenting and conserving. This experience was not in a museum or historic site.
- D. I have college coursework or training related to this work behavior in museum studies, historical research, historiography, historical preservation/conservation, etc.
- E. I have no experience or training related to Work Behavior 3.

- * 16. Describe your experience as it relates to the level of performance you claimed on this Work Behavior. Please be sure your response addresses the three items listed below. If you claimed you have no work experience related to this work behavior, type N/A in the text box below.

1. The employer(s) where you gained this experience.
2. The collections for which you were responsible.
3. The curatorial job duties you performed with collections (studying, identifying, arranging, documenting and/or conserving).

- * 17. CS-EDUCATION If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

* 18. **WORK BEHAVIOR 4 – INTERPRETATION/EDUCATION**

Involves the development and presentation of interpretive programs. Duties include researching and writing about collections or historical subjects to support exhibits and prepare interpretive and promotional literature; planning, designing and installing exhibits; and promoting understanding of history to the public and historic groups via lectures, public programs and meetings with various organizations.

Levels of Performance

Select the Level of Performance that best describes your claim.

- A. I have professional experience developing and presenting interpretive programs for a collection or historical subject in a museum or historic site. I was responsible for researching and writing about a collection or historical subject; planning, designing and installing exhibits; and planning and presenting public programs.
- B. I have professional experience presenting interpretive programs for a collection or historical subject in a museum or historic site; however, I was not responsible for developing the interpretive programs.
- C. I have college coursework or training related to this work behavior in museum studies, historical research, exhibit theory/design, exhibit fabrication, instructional methods, etc.
- D. I have no experience or training related to Work Behavior 4.

- * 19. Describe your experience as it relates to the level of performance you claimed on this Work Behavior. Please be sure your response addresses the three items listed below. If you claimed you have no work experience related to this work behavior, type N/A in the text box below.

1. The employer(s) where you gained this experience.
2. The collection or historical subject for which you were responsible.
3. The interpretation/education job duties you performed with the collection (developing and/or presenting).

- * 20. CS-EDUCATION If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

- * 21. **WORK BEHAVIOR 5 – SUPERVISION**

Involves the supervision of a variety of paid and volunteer staff, either directly or indirectly, in order to get work accomplished in the most efficient method with the resources available. Job duties include planning work schedules and assigning work to staff in order to maintain and operate the site(s); reviewing and evaluating the work to determine if employees are performing in a satisfactory manner; planning and conducting training; resolving complaints and grievances; interpreting labor agreements; and implementing disciplinary procedures.

Levels of Performance

Select the Level of Performance that best describes your claim.

- A. I have professional experience managing and supervising personnel in any setting. This experience includes evaluating the work performance of subordinate employees.
- B. I have professional experience as a lead worker in any setting. My experience includes providing guidance and assistance to workers less experienced than I am.
- C. I have completed supervisory development coursework.
- D. I have no experience or training related to Work Behavior 5.

- * 22. Describe your experience as it relates to the level of performance you claimed on this Work Behavior. Please be sure your response addresses the four items listed below. If

you claimed you have no work experience related to this work behavior, type N/A in the text box below.

1. The employer(s) where you gained this experience.
2. The job titles of the staff you supervised.
3. The supervisory duties you performed.

* 23. CS-EDUCATION If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

* Required Question