

April 20, 2017



**City of Venice, Florida  
Job Announcement No. 1781**

---

**Classification Title:** Historical Resources Manager

---

**Department:** Public Works

**Pay Grade:** (Non-Bargaining) 506

**FLSA Status:** Exempt

**General Statement of Job**

Responsible for the direction, operation, administration, planning and development of the Venice Museum and Archives collection and exhibits ensuring proper care, protection and safekeeping.

**City Expectations:**

All City of Venice employees are expected to demonstrate PRIDE in their jobs by being Productive, Responsible, Innovative, Dedicated and Ethical.

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

**Specific Duties and Responsibilities**

**Essential Functions:**

1. Advises citizens on the proper maintenance and renovation of historical buildings in the City. May liaison with other agencies and individuals to obtain expert advice regarding renovations.
2. Supervises staff members and directs the activities of and manages the City's museum and archives including historical collection of documents, photographs, furnishings, and personal memorabilia. Provides an area for the historical collection and catalogue of same.
3. Coordinates maintenance activities related to the structure in which the historical resources are housed.
4. Provides assistance and input to the City Planner in developing elements of Local Government Comprehensive Plan and Land Development Regulations Act with regard to historic preservation including mechanism to implement and administer policies of the element.
5. Oversees the donation process for appropriate historical materials.

6. Prepares an annual divisional (including Historical Preservation Board) budget and submits to Director of Public Works & Asset Management.
7. Coordinates activities with the Historical Preservation Board. Serves as ex-officio member of the Historical Preservation Board. Attends meetings, conducts research, and serves as a resource for the Board.
8. Serves as ex-officio member of the Public Art Board.
9. Maintains memberships in related professional organizations and remains current in developments in the field.
10. Accepts projects and assignments as directed by the Director of Public Works & Asset Management.
11. Responsible for hiring, transfer, suspension, promotion, discharge, discipline and evaluation of employees.

**Responsibilities:**

Responsible for promoting the mission of the City of Venice museum and archives in order to preserve its historical heritage. Responsible in work to the Director of Public Works & Asset Management.

**Minimum Education and Training**

Requires a Bachelor's Degree in history, museum studies or related field and five (5) years of relevant experience, one of which must have been in a supervisory capacity. Master degree in history, museum studies or related field preferred.

**Minimum Qualifications and Standards Required**

**Skill Requirements:**

Knowledge of history of the Venice area and historical conservation methods and practices. Skill in organizing, researching, and preparing exhibits and reproducing multi-media images (CD's, e-mails, photos). Ability to prepare brochures related to exhibits, archives, etc. and to give presentations to groups regarding history of the Venice area. Ability to research requests, assigning to volunteer staff where appropriate or handling difficult or involved requests personally. Ability to establish and maintain effective working relationships with supervisors, fellow-employees and the general public, with consistent demonstration of good judgment, humor, tact and confidentiality. Ability to communicate effectively; understand and follow oral and written instruction; complete all forms and reports legibly and accurately; and read, interpret, and implement accreditation standards. Capable of prioritizing and completing multiple tasks and handle the pressure of deadlines. Possess a valid Florida Driver's license (or valid out-of-state driver's license), free of any serious violations. Out-of-

state applicants have 30 days from start of employment to attain a valid Florida Driver's License.

Requires a working knowledge of the current version of Microsoft Office Professional software suite including proficiency with Word and Excel. Must have a basic understanding of the current version of the Microsoft Windows operating system. Familiarity with AS400/Sungard applications preferred. Working knowledge of the Microsoft Exchange e-mail application or equivalent and Internet Explorer is also highly recommended. Ability to learn specific computer applications used in the Development Services Department. Working knowledge of museum catalog program Past-Perfect software and the ability to learn other specific computer applications used in the Department.

Applicants have 30 days from start of employment to attain a valid Florida Driver's License.

**Physical Requirements:**

Ability to stand, walk, bend, stoop, lift as required, and sit for extended periods of time. Must be capable of functioning in a fast-paced, high-stress environment. Reasonable accommodations will be considered for applicants with physical disabilities.

**Working Conditions:**

Work is primarily performed in an office environment.

**Other:**

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

**Salary Range: \$52,706.37 – \$84,329.86 ANNUAL**

**\$25.3396 - \$40.5432/HOUR**

**Non-Bargaining Grade 506**

**This position is classified "at-will"**

**PLEASE NOTE:** Any interested applicant must make written application (online at [www.venicegov.com](http://www.venicegov.com) or on paper) to the Administrative Department before 4:00 pm on the closing date, which is Monday, May 22, 2017.

Applicants (with the exception of current city employees) given a conditional offer of employment will be subjected to physical examination, drug, tobacco/nicotine screening, review of driver's license record, criminal background, and references from previous employers.

*The City of Venice is an Equal Opportunity Employer*