

# Major Duty Case Study Key

## Major Duties

## Abilities/Skills

The incumbent has occupied this position for 10 years and has performed a variety of duties related to the current work over the years. It is a small park, open to the public only during the season and by appointment during the winter months when staff is down to 5 people (Site Manager, Park Ranger (I), Museum Curator, Maintenance Mechanic, and Administrative Clerk). The park is managed by a site manager, who reports to another park's superintendent. The following focuses on the current duties of the position. It is expected that these duties will remain as described for some time.

The incumbent says the primary duties include **research of the history of the Historic Site to develop interpretive stories; helping with the museum collection, conservation, and restoration of artifacts; and oversight of 3 seasonal guides.** The incumbent is also red-carded and approved for arduous fire fighting duty.

More specifically, during the off season, the incumbent must help the Museum Curator **assess artifacts; catalog and inventory artifacts; assist in maintaining indexing and cross-referencing files; and update historical property catalog cards, property jacket donor files, and reports.** This responsibility requires **knowledge of collection techniques and procedures including identifying and cataloguing artifacts.**

The incumbent **conducts research** for the Historic Site that serves as a reference source for exhibits and for the critical stories, which he must **write** for the seasonal guides, told during the season to **interpret the Site**, as well as for individuals engaged in historical research. In this regard, he **prepares brief bibliographic data, summarizes extracts and studies, conducts personal interviews, and relates objects to record.** To research, the incumbent indicates he must have an **extensive knowledge of the history of the Historic Site, the president's family in general, American History, and other related subjects to establish historical information.**

He is tasked with **developing at least one new interpretive theme per year.** He continually **updates current interpretive materials, trains the park guides, may make minor repairs to audio visual equipment, reviews the guide's interpretive deliveries and public interactions, and serves as a lead for the guides.**

He performs limited conservation/restoration of artifacts when necessary; maintains environmental controls to preserve the artifacts; and monitors the collection for conservation problems. For example, clothing is restored using a special tape to prevent additional tears, artifacts are wrapped to preserve the conditions and prevent overexposure to ultraviolet rays, and temperature and humidity are adjusted to known standards to conserve exhibits. He must have **knowledge of conservation and preservation methods to prevent damage to artifacts.**

The incumbent states that **accuracy and carefulness** is of utmost importance. He pointed out that he cannot make errors in his research or label exhibits incorrectly since this action would misinform those individuals visiting the homes.

The incumbent indicates he also **assists his supervisor in the development of military history collections, policies, the historic site master plan, training plans, exhibit plans, and story line plans.** He **composes tour information** and **conducts guided tours and orientations** for individuals and groups including trainees, students, visitors and their families, as well as various civic and educational groups. He must have **good speaking abilities to relay historical information during tours and to respond to numerous inquiries.** Also, he claims he must have **good written communications skills to prepare bibliographies and scripts and to document historical information.**

During an average week, 750-1,000 individuals visit the Historic Site. That number may run as high as 2,000, especially near the end of the school year when students visit the site as part of their field trips. The Historic Site operates on a 7-day basis, 8 months out of the year (closed November – February). Six to 10 temporary employees are added during peak times to assist with the heavy workload.

The incumbent receives directions from the Site Manager. She provides overall objectives when making assignments and advises the incumbent on changes in policies and precedents. The incumbent then **independently plans and carries out assignments resolving problems as they occur** within established methods, procedures, oral and written instructions, and Site practices and regulations. However, unusual problems, controversial issues, or questions of policy are referred to the supervisor. Completed work is evaluated in terms of effectiveness of results and compliance and adherence to local policy, regulations and procedures.

The major duties are:

The abilities/skills required are: