

**CLASS SPECIFICATION  
Pittock Mansion Supervisor**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, plans, organizes and directs the operations, programs, exhibits and public education activities of the City's Pittock Mansion; plans and directs the renovation, architectural preservation and maintenance of the Pittock Mansion; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single-incumbent class is responsible for planning, coordinating and directing the operation and programs of the Pittock Mansion, a nationally recognized historic property and museum. The Pittock Mansion's programs and activities include permanent and temporary historic-era exhibits, publications, public tours, educational programs, restaurant and gift shop. Duties and responsibilities are carried out with considerable independence within a framework of established policies, procedures and guidelines. Work and results are reviewed through inspection and analysis of records and reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of the assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements and plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Provides leadership and works with staff to create a high-performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Conducts and directs research, planning, design, restoration, preservation and proper maintenance of the Pittock Mansion; coordinates and directs the preparation of plans, specifications and architectural

drawings for the renovation and restoration of the mansion; coordinates, directs and inspects the work of contractors and City staff performing renovation work on the mansion and related facilities.

5. Researches, plans, designs and prepares exhibits; coordinates and oversees the installation, care and maintenance of furniture, decorative art and other historic artifacts; organizes, amplifies and verifies information on objects in the collection; makes recommendations for improvements, additions to or deletions from the permanent collection; establishes and maintains contact with curatorial staff of other museums; plans and arranges for the acquisition of temporary exhibits from other museums, groups and individuals.
6. Personally researches and guides staff and volunteers in researching cultural and historical material; ensures the accuracy of restorations and historic artifacts.
7. Directs and participates in the development and implementation of educational programs, materials and displays for school children and the public.
8. Appears before, develops relationships with, and negotiates with individuals, firms, community organizations and other museums; prepares necessary written materials to promote museum activities and secure donations, grants and endowments, expert assistance, materials and artifacts of historic value.
9. Conducts volunteer training and coordinates and oversees their participation in program activities.
10. Maintains records to assess museum attendance.
11. Coordinates, evaluates and directs the work of contractors operating the museum's gift shop and restaurant.
12. Investigates and resolves complaints about museum activities from the public.
13. Lectures public and private groups; provides consultation services to staff, volunteers and private and public groups.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Curatorial problems, procedures and policies of a public historic museum.
2. Museum administration, operation, development and programming.
3. Procedures for cataloging and registering historic artifacts and other items for exhibit.
4. Methods and techniques for obtaining volunteer assistance, loans and exhibit donations.
5. Research techniques for and principles and practices related to developing and displaying historic artifacts and other items for exhibit.
6. Preservation and restoration techniques, methods and practices for historic buildings and related artifacts.
7. Applicable federal, state and local laws and regulations, including historic landmark regulations.

8. Principles and practices of sound business communications.
9. Marketing and public relations practices and techniques.
10. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
11. Computer applications related to the work.
12. Administrative principles and methods including goal setting, program development and implementation, and human resource management.

**Ability to:**

1. Plan, develop, implement and evaluate a wide range of programs and activities to meet the needs of citizens served through the museum.
2. Organize, coach, supervise, train, motivate, counsel and provide effective leadership to staff and volunteers.
3. Develop, implement and enforce program policies, procedures and processes.
4. Understand, interpret and explain city, state and federal laws applicable to areas of responsibility.
5. Operate a computer and utilize standard business software and other standard office equipment.
6. Organize work, set priorities and exercise sound independent judgment within City and bureau guidelines.
7. Represent the City and bureau effectively in all external contacts, including those with community groups, national organizations, other bureaus and the public.
8. Prepare clear, concise and complete documents, reports and correspondence.
9. Maintain complete and current records.
10. Communicate clearly and concisely, orally and in writing.
11. Respond sensitively to community issues and concerns.
12. Establish and maintain effective working relationships with managers, employees, volunteers, participants, representatives of other agencies, sponsors, the public and others contacted in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in American history, art history, museum studies, or a closely related field; and at least four years of progressively responsible professional museum curator experience; or an equivalent combination of training and experience.

## **PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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### **Class History:**

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

4332 RECREATION SUPERVISOR. Adopted: 07-01-92

June 2009 - Change Job Class number from 7816 to 30000752, due to system change.