



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Heritage Park Coordinator **LAST UPDATED:** July 1, 2016
DEPARTMENT: Parks and Recreation **JOB CLASS:**
REPORTS TO: Leisure Services Manager **FLSA DESIGNATION:** Exempt

Summary: Under general supervision of the Leisure Services Manager, the Heritage Park Coordinator is responsible for long term and day to day operations of the Heritage Park Museum and Village including but not limited to museum administration, collection development and maintenance, exhibits, fundraising, programming, customer experience. Coordinates with the Heritage Association, volunteers and other stakeholders as needed.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Manages operations of the Heritage Park Museum and Village.
- Plans, develops, administers, evaluates and coordinates the museum's existing services.
- Develops and implements museum mission, objectives, and policies in accordance with the American Association of Accredited Museums program.
- Coordinates object acceptance, management, and maintenance and care and use of collections.
- Develops and delivers new educational and exhibit programs for a variety of client groups in response to changing environmental and demographic factors
- Identifies, nurtures and administers community partnerships to ensure that the cultural diversity of the City is reflected in the programs
- Coordinates tours with area schools, day cares and community groups.
- Ensures educational content meets the standards for the Texas Essential Knowledge and Skills (TEKS).
- Coordinates rental events on weekends, days and evenings.
- Assists the division in the planning and completion of grant applications and budget reports.
- Interacts with public and staff on a daily basis; answers inquires, addresses complaints, grievances, emergencies, issues, and assists patrons as needed.
- Manages cash functions and implements cash management policies and procedures.
- Monitors and schedules activities at the museum and enforces use and safety policies.
- Opens facility and/or secures facility at closing.
- Responsible for management and implementation of museum budget.
- Prepares and maintains purchase orders for inventory and supplies.
- Researches alternative funding and sponsorship opportunities.
- Identifies and implements programs and special events.
- Works closely with the City staff to recruit, train, coordinate, and discipline volunteers.
- Schedules, trains and supervises assigned volunteers and staff.
- Coordinates building maintenance and supplies in the museum and the historic buildings in the Heritage Village.

- Establishes and maintains a cooperative, effective working relationship with museum stakeholders including, Heritage Association, Parks and Recreation Board, volunteers, community groups and other related agencies.
- Coordinates regular meetings with staff, Heritage Association and museum stakeholders.
- Maintains memberships and inventory input into the museum software.
- Maintains database of museum collections.
- Increases community participation and awareness through outreach and marketing.
- Maintains the museum webpage and provides fresh content to promote museum attendance and promote Frisco history.
- Participates as a member of the Leisure Services management team.

Other Important Duties:

- May be required to work extended hours on evenings and weekends, including holidays.
- Attends and participates in professional groups, committees, and meetings.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of Federal, State and City laws, rules, regulations and guidelines pertinent to City development, parks and historical buildings.
- Knowledge of customer service methods and techniques.
- Knowledge of local and Texas history a plus.
- Knowledge of professional museum standards and practices.
- Knowledge of City policies and procedures pertaining to personnel management.
- Knowledge of Past Perfect and Museum software recommended.
- Knowledge of applicable safety rules and regulations to protect citizens and employees.
- Proficiency in the use of computers and software applications.
- Effective in oral and written communication with ability to explain and interpret rules, answer questions, and solicit participation in activities.
- Ability to develop and make presentations.
- Skill in effective oral and written communications.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in American History, Museum Studies, or Historical Preservation and three (3) years of progressively responsible museum experience; or equivalent combination of education and experience.
- Must obtain adult and infant CPR, AED and First Aid Certification within 6 months of employment.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess valid State of Texas Driver's License.

Environmental Factors and Conditions/Physical Requirements:

Work is performed in a museum environment.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	X
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.	X	Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.	X	Standing – for sustained periods of time.	X
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	X
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.	X	Visual Acuity 2 - color, depth perception, field of vision.	X
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	X
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	X
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	X
Pulling - use upper extremities to exert force, haul or tug.	X	Walking - on foot to accomplish tasks, long distances, or site to site.	X

Work Environment

Work performed is primarily:

(X = Primary type of work performed)

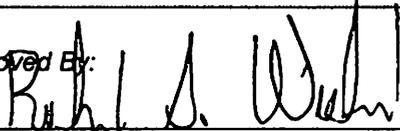
<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally,	X

and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, cash register, other standard office equipment and personal or department vehicles.
- Other equipment used includes museum artifact interactive exhibits and displays.

Approved By:



Rick Wieland, Director of Parks and Recreation

7/14/16

Date



Shannon Allyn, HR Generalist

7/14/16

Date