



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central	Museum Curator II	549-677-2872-004
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Capital District	Museum Curator II	S01
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Museums	California State Railroad Museum (CSRM)	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Museum Curator III
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the general direction of the Museum Curator III, the Museum Curator II manages and develops plans to improve the Museum’s preventative conservation program. The Museum Curator II will actively research all facets of every CSRM artifact collection to assess the museum’s acquisition needs and to create and implement museum exhibition plans. Key components of this position are computer-based. The work week for this position is Monday through Friday; occasional weekend or evening assignments may be scheduled. The Museum Curator will report to 111 I Street in Sacramento. Work will be assigned at the Statewide Program Support Center (SPSC) at 4940 Lang Avenue in McClellan at least two days a week.</p>		
<b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>40%</b>	<b><u>PROGRAM COORDINATION</u></b> Plan, organize, and manage a preventative conservation program. Consistently seek solutions to improve the preventative conservation program. Plan, organize, and manage the Integrated Pest Management program affecting museum collections. Monitor and evaluate security and environmental controls affecting museum collections. Create and assign research projects to museum staff members. Identify objects for display, and create educational program guidelines for interpretive staff. Organize and manage supply and equipment inventory. Plan and coordinate purchases according to the allocated budget. Coordinate and evaluate acquisitions with research, consultation, and communication with donors. Provide safe and appropriate access to museum collections and respond to research requests.	
<b>40%</b>	<b><u>COLLECTIONS MANAGEMENT</u></b> Identify and implement equipment, materials, techniques, and preservation methods. Monitor, evaluate, and document the condition of objects. Plan, organize, and manage proper handling of museum objects. Research and document collections objects using databases, such as The Museum System. Coordinates and directs temporary and non-temporary moves of museum objects. Plan, organize, and manage registration and inventory of museum collections. Direct museum staff to perform with object installation and deinstallation as related to exhibits and interpretive events.	
<b>15%</b>	<b><u>SUPERVISION AND ADMINISTRATION</u></b> Train, supervise, schedule, and evaluate staff and volunteers who work with museum collections. Provide training in the care and handling of museum objects. Establish and maintain cooperative	

	working relationships with individuals and organizations. Prepare a budget for collections care. Prepare reports and collections management related documentation.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Must be able to lift 25 lbs. Ability to bend, stoop, lift, sit, and stand for long periods of time. Walk distances on uneven surfaces.		
<b>TELEWORK DESIGNATION</b>		
<b>This position is designated as: (Check one)</b>		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
<b>SPECIAL REQUIREMENTS:</b>		
Occasional travel may be required. Possession of a valid driver’s license is required when operating a state-owned or leased vehicle.		
<p><b>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b></p>		
<b>SUPERVISOR STATEMENT:</b>		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central	Museum Curator I	549-677-2871-003
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Capital District	Museum Curator I	S01
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Museums	California State Railroad Museum (CSRM)	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Museum Curator III
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the general direction of the Museum Curator III, the Museum Curator I assists with managing the Museum's preventative conservation program, focusing on the CSRM artifact collections that are on exhibit. The primary reporting location is in Old Sacramento at 111 I Street, Sacramento. Work may also be assigned at the Statewide Museum Collections Center (SMCC), on 4940 Lang Ave in McClellan, CA.</p>		
<p><b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</b></p>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
40%	<p><b><u>COLLECTIONS MANAGEMENT</u></b></p> <p>Plan, organize, and manage museum housekeeping. Plans to protect and preserve museum objects on exhibit. Identifies equipment, material, and techniques for carrying out all housekeeping tasks. Monitor, evaluate, and document condition of objects in the Department's online collections management program, The Museum System (TMS) and oversees proper handling of museum objects to ensure they are exhibited in accordance with current professional and departmental policies. Monitor and evaluate security and environmental controls. Oversees Integrated Pest Management program at CSRM. Participate in collections management functions (acquisition, conservation, documentation, etc.) in accordance with department and professional standards. Conduct inventories of museum objects on exhibit at CSRM. Provide safe and appropriate access to collections.</p>	
30%	<p><b><u>PROGRAM COORDINATION</u></b></p> <p>Work with exhibits staff to identify objects for display, conduct research, and assist in the development of interpretive themes and educational programs. Coordinates and directs temporary moves of museum objects for exhibits and special events.</p>	
25%	<p><b><u>SUPERVISION AND ADMINISTRATION</u></b></p> <p>Train, supervise, schedule, and evaluate staff and volunteers who work with museum collections. Provide training in the care and handling of museum objects. Prepares a budget for collections care. Attends staff meetings and required training. Prepares reports and collections management-related documentation.</p>	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	

5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Must be able to lift up to 25 lbs. Ability to bend, stoop, lift, sit, and stand for long periods of time. Walk distances on uneven surfaces.		
<b>TELEWORK DESIGNATION</b>		
<b>This position is designated as: (Check one)</b>		
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<b>SPECIAL REQUIREMENTS:</b>		
Occasional travel may be required. Possession of a valid driver's license is required when operating a state-owned or leased vehicle.		
<b>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b>		
<b>SUPERVISOR STATEMENT:</b>		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
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<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>