



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Museum Technician	549-720-2870-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey Distirct	Museum Technician	BU11
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Monterey	Monterey State Historic Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Museum Curator II
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>The Museum Technician will be an integral part of the Monterey District's Cultural Resources Program. Under the direction of the Museum Curator II, the Museum Technician will work with the District Museum Curator II, Museum Curator I and Seasonal Maintenance Aids to assist in the management of all museum collections across the Monterey District. Duties will generally include housekeeping, collections documentation, artifact preventive conservation and maintenance, acquisition of preservation and housekeeping supplies, and record keeping. This is a uniformed position, and the employee must comply with all applicable Departmental uniform and grooming standards.</p>		
<p>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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	<p>PROGRAM SUPPORT Works with Museum Curators to research district collections care, collections provenance, and exhibition installation techniques. Assists the Museum Curators in planning events and vendor use in historic house settings where collections are most vulnerable. Works with Museum Custodians, Seasonal Employees, and Volunteers for monitoring the safety of the collections during event set up, time of, and tear down.</p>	
30%	<p>RESOURCE MANAGEMENT On a district wide basis, assists the Museum Curators in daily resource management and monitoring of the internal collections display spaces and the historic structures that house them. The Museum Technician will maintain inventories of in-house supplies of materials and equipment for object care and historic resource care and protection. Works with Museum Curators to ensure that needed supplies are requested on a timely basis. Performs artifact preventive conservation and historic facility housekeeping as per the Housekeeping Plan and Schedule including but not limited to the waxing, dusting, vacuuming, polishing and cleaning of museum objects and historic structures. The Museum Technician will record all housekeeping and object care activities as appropriate in the State's collections management database, The Museum System (TMS) and assists with maintaining consistent and accurate reconciling conditions, and notes on all objects in the Monterey District Museum Collections.</p>	
25%	<p>COLLECTIONS MANAGEMENT Performs research regarding the history of museum objects and proper methods of artifact preservation and care. Assist Museum Curators in preparing condition reports, including restoration specifications. Assists in Collections Management programs such as Disaster</p>	

	<p>Planning. Responsible for the Integrated Pest Management and Environmental Monitoring programs. Performs Museum Records Management, including data entry, searches, and reports in the TMS museum collections management database. Assists Museum Curators in the annual collection inventories and archival remediation. Assists Museum Curators with the research, planning, development, and installation/de-installation of temporary interpretive exhibits and permanent displays. Assists in the preparation and operation of special events and interpretive productions.</p>	
10%	<p>ADMINISTRATION Attends staff meeting, trainings and related activities to enhance programmatic efforts toward the goals of the District. Assists Museum Curators in the training of museum staff, interns and volunteers.</p>	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
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.	
TYPICAL WORKING CONDITIONS		
Working in the interior and exteriors of historic structures around historic artifacts. Exposed to cleaning products, dust, mold, and waste from rodents and other pests.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required. Must be able to climb a six-foot ladder and carry a box/object weighing 35 pounds. Must be able to wear a respirator.		
<p>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.</p>		
SUPERVISOR STATEMENT:		
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.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
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.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE