



## DUTY STATEMENT

| DIVISION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | CLASSIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | POSITION NUMBER<br>(Agency-Unit-Class-Serial) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Central                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | California State Park Museum<br>Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 549-677-2864-002                              |
| DISTRICT/HQ SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | WORKING TITLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | CBID                                          |
| Capital District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | California State Park Museum<br>Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | M01                                           |
| SECTOR/HQ UNIT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | REPORTING LOCATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | INCUMBENT                                     |
| Museums                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | California State Railroad Museum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               |
| STATE HOUSING: (Check one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | IMMEDIATE SUPERVISOR                          |
| <input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required<br><input checked="" type="checkbox"/> Housing is not available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | District Superintendent I                     |
| SENSITIVE POSITION DESIGNATION: (Check if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
| <input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
| POSITION DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
| <p>Under the general direction of the District Superintendent, the California State Park Museum Director manages the Old Sacramento Sector of the Capital District. This sector consists of Old Sacramento State Historic Park, the California State Railroad Museum, Sacramento Southern Railroad, and historic Southern Pacific Shops. The broad responsibilities of this position are to plan, organize, develop, implement, and direct the programs and activities of the Old Sacramento Sector; develop positive working relationships with partners and the public for community support; provide leadership; and help lead strategic and long-range planning for the sector. The reporting location for this position is the California State Railroad Museum, 125 I Street, Sacramento, located in Old Sacramento State Historic Park.</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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
| ESSENTIAL FUNCTIONS:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
| %                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | TASK/DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                               |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b><u>MANAGEMENT AND OPERATIONS</u></b><br>Responsible for all aspects of the management and operation of the California State Railroad Museum's facilities and programs. Supervises subordinate staff members and volunteers to ensure the highest quality experience for Museum visitors. Establishes policy direction for programs including interpretation, display of exhibits, collection management, revenue collection, visitor service, research, volunteer management, and special programs. Works with the District Management team to help provide direction on housekeeping, facility maintenance, administration, and public safety programs in the Old Sacramento Sector.                                       |                                               |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b><u>PARTNERSHIPS AND COOPERATING ASSOCIATION LIAISON</u></b><br>Acts as the Cooperating Association Liaison (CAL) with the California State Railroad Museum Foundation. Responsible for maintaining excellent communications with the President and CEO of the Foundation, Foundation staff, and Foundation Board Members. Works with the Foundation to develop mutual goals and priorities that are compatible with the Museum and implements projects and programs that further these goals and priorities. Ensures compliance with State regulations, including timely submission of reports, donations and payments to the State, and that state-owned property and facilities are maintained in satisfactory condition. |                                               |
| 15%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b><u>SUPERVISION</u></b><br>Provides direct supervision for subordinate supervisory and lead staff. Coordinates the work of the Museum's staff to ensure that the Museum's mission is achieved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               |

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| <b>15%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b><u>ADMINISTRATION</u></b></p> <p>Works with the District Superintendent and Administrative Chief to help create the Sector Budget. Accurately tracks, monitors, and maintains the Sector Budget. Works with the District Superintendent and the President and CEO of the Foundation to create a budget request for the Foundation. Responsible for monitoring all State Park budget requests for the Foundation. Completes or approves all required reports, including attendance reports, reports of collections, annual cooperating association reports, timesheets, and appraisal and development plans. Develops and implements plans to maintain compliance with all regulatory requirements of the Federal Railroad Administration, the State of California, and other regulatory agencies.</p>                                            |
| <b>10%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b><u>STRATEGIC AND LONG-RANGE PLANNING</u></b></p> <p>Performs museum management by planning for current and future museum facilities, programs, and activities. Plans for current Museum facilities and program improvements through development of the Railroad Technology Museum; acquisition of the Southern Pacific historic shops; expansion of the Sacramento Southern Railroad; and creation of special programs and effective educational programs. Works with the Foundation on implementing and updating strategic and long-range plans for the Old Sacramento Sector and involves support organizations and community stakeholders. Assist the Foundation with the development of and cultivation of donors and contributors to support Museum priorities and pursue opportunities presented by major stakeholders and supporters.</p> |
| <b>10%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b><u>COMMUNITY DEVELOPMENT</u></b></p> <p>Responsible for developing community support by working closely with other museums; historical organizations; academic institutions; regulatory agencies; railroads; the City and County of Sacramento; local chambers of commerce; industry; the media; and other community stakeholders.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Works in a combination of office, museum, rail yard, maintenance shop, storage, and outdoor environments. The position requires prolonged periods of sitting, standing, walking, and the use of computers and other standard office equipment. The incumbent routinely walks through museum galleries, exhibit spaces, rail yards, historic structures, maintenance facilities, and collection storage areas. Work is performed both indoors and outdoors and may require exposure to varying weather conditions, including heat, cold, rain, wind, and direct sunlight. The position may also involve exposure to dust, dirt, noise, vibrations, moving railroad equipment, construction activities, and other operational hazards while following established safety procedures. The incumbent must be able to climb stairs, negotiate uneven terrain, and safely access railroad equipment, historic structures, and maintenance areas. The position occasionally requires lifting, carrying, or moving materials weighing up to 25 pounds. The Museum Director is expected to attend meetings, special events, public programs, and community functions during evenings, weekends, and holidays as operational needs require. Occasional travel throughout California is required for meetings, conferences, training, and partnership activities. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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.

**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.

| <b>SUPERVISOR NAME (PRINT OR TYPE)</b> | <b>SUPERVISOR SIGNATURE</b> | <b>DATE</b> |
|----------------------------------------|-----------------------------|-------------|
|                                        |                             |             |

**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.

| <b>EMPLOYEE NAME (PRINT OR TYPE)</b> | <b>EMPLOYEE SIGNATURE</b> | <b>DATE</b> |
|--------------------------------------|---------------------------|-------------|
|                                      |                           |             |