

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

DIRECTOR, WISCONSIN VETERANS MUSEUMS

I. INTRODUCTION

Purpose of this Classification Specification

This classification specification is the basic authority (under ER 2.04, Wis. Adm. Code) for making classification decisions relative to the position which administers and directs the Wisconsin Department of Veterans Affairs' (WDVA) Wisconsin Veterans Museums located on the Capitol Square in Madison and at the Veterans Home at King and the department's historical programs and projects.

II. DEFINITION

For a majority of the time (i.e., more than 50%), this position is responsible for planning, directing, and maintaining the two accredited museums operated by WDVA and for administration and management of historical projects and programs. The position develops and implements policies and procedures for management, operation and development at both museum facilities; plans, develops and administers long and short-term museum planning; organizes and directs exhibit development, both permanent and temporary; has responsibility for collections acquisition, preservation, management and cataloging and for gift shop management; develops, monitors and reconciles annual and biennial budgets; prepares grant applications and monitors fund allocations; develops private funding sources; conducts negotiations to secure funding or to obtain exhibits; negotiates with contractors and construction managers to accomplish physical developments and alterations at the museums; directs activities and functions as Executive Director for the Wisconsin Veterans Museum Foundation; researches and proposes new historical program initiatives and evaluates results; represents the WDVA with other state agencies such as the University of Wisconsin (relative to Camp Randall), the Wisconsin Arts Boards, and the Department of Transportation (regarding historical markers); functions in a supervisory [as defined at s.111.81(19), Wis. Stats.] capacity for permanent and temporary staff, including training, performance evaluation, hiring, counseling and discipline; and ensures compliance with all applicable bargaining unit contracts, departmental work rules, and administrative policies and procedures. Work is reviewed through administrative conferences and reports.

III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determination will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.