

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
ASSISTANT DIRECTOR, MUSEUM**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to the position which functions as the Assistant Director of the Wisconsin Historical Museum. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The position allocated to this classification functions as the Assistant Director of the Wisconsin Historical Society Museum on the Capitol Square in Madison, within the Wisconsin Historical Society (WHS). Position must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Position which, for the majority of the time, provide administrative management for a historic site and are more appropriately classified as Historic Site Coordinator or Historic Site Manager.
3. Positions which, for the majority of the time, manage a museum bookstore or gift shop and are more appropriately classified as Bookstore/Museum Gift Shop Manager.

4. Positions that are **not** located at the WHS Museum on Capitol Square in Madison, within the Wisconsin Historical Society
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter position within this classification by competitive examination.

II. DEFINITIONS

The position allocated to this classification functions as the Assistant Director of the Wisconsin Historical Society Museum on the Capitol Square in Madison, within the Wisconsin Historical Society (WHS). The position acts as the operations manager with responsibility for managing and maintaining complex museum financial operations and fiscal records, including state and federal grants, special allotments, regular operations budget, and support to a private, nonprofit museum foundation. The position directs the daily operation of the museum, which includes the sales program as well as daily use and upkeep of the facilities and equipment. The position also participates in community relations by providing information and/or assistance to organizations, special interest groups, and the general public. In addition, the position provides management/direction to Museum staff for core programs within the Museum. The work is performed under the general direction of the Director of the Museums.

III. QUALIFICATIONS

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

IV. ADMINISTRATIVE INFORMATION

This classification was created effective February 23, 2014 and announced in Bulletin OSER-0359-MRS/SC to describe the single position which functions as the Assistant Director of the Wisconsin State Historical Society Museum.

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