

**Effective Date: March 12, 2000**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**HISTORIC SITE COORDINATOR**

**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 present and future positions performing professional administrative historic site management work within the State Historical Society. Positions allocated to this class are responsible for the management of programs and operations of historical sites with varying operational seasons, number of visitors, physical size, number of artifacts, sub-themes, amount of activity, and levels of complexity. 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**

This classification encompasses positions performing administrative historic site management, including the direction of staff in the interpretation, exhibition installation, collection care, visitor services, retail sales, research, restoration and maintenance of facilities. Positions in this classification oversee the scheduling, record keeping, contracting, purchasing, budgeting, planning and development, and promotional activities for the site. The work involves administrative and supervisory work involving personnel and fiscal resources management, responsibility for management of the site's collections, maintenance of historic structures and other properties, and coordination of promotional endeavors. In addition, positions may be responsible for the development and management of grants and specialty programs. Positions within this classification perform the full range of supervisory duties as defined in Wis. Stats. 111.81(19).

**C. Exclusions**

Excluded from this classification are the following types of positions:

1. The position that functions, for a majority of the time, as the Director or the overall historic site manager of the largest State Historical Society site, Old World Wisconsin and is more appropriately classified as a Historic Site Manager.

2. Positions that perform, for a majority of the time, professional curatorial collections management, interpretive, or exhibit duties which are more appropriately classified as Curatorial Supervisors.
3. Positions that perform, for a majority of the time, the duties and responsibilities assigned to the Archival Supervisor class.
4. All other positions which are more appropriately identified by other classification specifications.

#### D. Entrance Into Classifications Within This Classification

Employees enter positions within this classification by competitive examination.

## II. DEFINITIONS

### HISTORIC SITE COORDINATOR

This is administrative historic site management work within the State Historical Society. Positions allocated to this classification are responsible for: (1) the management of programs and operations of a single site with a limited season operation; (2) the management of operations at the largest of sites where the number of visitors, variety of sub-themes, programs, number of artifacts, level of complexity, staff size, year-round season, and programming variety necessitates the division of the management responsibility for programs and operations into two or more positions; (3) the overall management of operations and programming of one site directly and a second site for reporting purposes; or (4) the management of one site with additional division-wide functional responsibilities in such specialty areas as marketing and promotion, grantsmanship, public programming, and fund raising. Work is performed under general supervision of the Administrator of the Historic Sites Division or Historic Site Manager.

#### **Representative Positions:**

Assistant to the Director: Under general supervision of the Director, Old World Wisconsin, this position is responsible for maintenance of buildings, grounds, utilities, roads and trails, visitor transportation system, visitor orientation, fee collection, food service, security, and bid contracting. In addition, this position serves as Acting Director in the absence of the Director.

Director of Villa Louis Historic Site: Under general supervision of the Administrator of the Historic Sites Division, this position is responsible for the development, collections, operation and maintenance of the assigned historic site. This position directs permanent and limited term staff in the areas of interpretation, exhibition, collections care, research, visitor services, retail sales, restoration and maintenance of facilities, and oversees scheduling, record keeping, contracting, purchasing, budgeting, planning, development and promotional activities of the site.

## III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations 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 March 12, 2000 and announced in Bulletin CLR/SC-109. This classification replaced the Historic Site Director 1 and 2 classification series which had been collapsed into this

single level classification in order to accommodate implementation of the expanded broad band pay structure, also effective on that date.

KRW  
63020