

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
HISTORIC SITE MANAGER

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 functioning as an overall manager of either a single “large and complex” Wisconsin Historical Society historic site or a combination of multiple historic sites (some of which may be smaller and/or less complex) that collectively meet the definition of “large and complex” as outlined in this classification specification. 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 at a single large and complex site OR at a combination of historic sites, some of which may be smaller and less complex, that collectively meet the definition of large and complex as outlined in this classification specification. Positions perform the full range of management duties including the direction of staff, exhibition installation, collection care, visitor services, retail sales, research, restoration and maintenance of facilities. Positions must meet the statutory definition of management, as defined at s. 111.81(13), Wis. Stats. Further, the positions may meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which do not meet the statutory definition of management as defined at s. 111.81(13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions not located at the Wisconsin Historical Society.
3. Any position that is more appropriately classified as Historic Site Coordinator because it performs administrative historic site management at a single, smaller, less complex site or at a combination of smaller, less complex sites that collectively do not meet the definition of large and complex as outlined in this classification specification.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance into this Classification

Employees enter positions within this classification by competition.

II. DEFINITION

HISTORIC SITE MANAGER

This is administrative historic site management work within the Wisconsin Historical Society. A position allocated to this class operates under general supervision and is responsible for the overall management of a large and complex site OR is responsible for a combination of several historic sites, some or all of which may be smaller and/or less complex, that collectively meet the definition of large and complex outlined in this classification specification.

A “large and complex” site is a site with a variety of sub-themes, large number of visitors (more than 15,000 annually), extensive artifact collections (valued at more than \$2,000,000), and numerous historic buildings (more than four) or one to three large buildings with significant square footage and a large museum. A large and complex site must be in excess of 100 acres with a large part being used for programming activities.

A large and complex site requires management in the full range of responsibilities for the following areas: (1) fundraising targeted in excess of \$50,000 annually; (2) significant interactions with donors and members of Friends organizations; (3) development and management of grants and specialty programs; and (4) scheduling, record keeping, contracting, purchasing, budgeting, planning and development, and promotional activities for the site.

The work also involves administrative and supervisory work relating to personnel and fiscal resources management, responsibility for management of this site’s collections, maintenance of historic structures and other properties, and coordination of promotional endeavors.

Several smaller and/or less complex historic sites may be combined under the management of a single position. For such a position to fit within the Historic Site Manager classification, the combination of smaller and/or less complex sites must meet the “large and complex” definition outlined in this classification specification.

III. QUALIFICATIONS

The qualifications required for this position 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 December 16, 1990 (see Bulletin CC-279) to replace the Historic Site Manager 1 and 2 classifications. It was rekeyed in January of 1997 and recreated effective October 12, 1997, as part of the Senior Manager program where the Historic Site Director 3 classification was abolished and the Historic Site Manager created in its place (see Bulletin CC/SC-76).

This classification specification was modified effective March 23, 2014 and announced in Bulletin OSER-0360- MRS/SC by defining the characteristics of sites and site responsibilities appropriate for this class and thus, allowing allocations beyond Old World Wisconsin.

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