

Effective Date: August 3, 1997

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

ASSISTANT DIRECTOR, VETERANS MUSEUMS

I. INTRODUCTION

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 Veterans Museums. 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.

II. DEFINITION

The position allocated to this classification functions as the Assistant Director of the Wisconsin Veterans Museums, at Madison and King, Department of Veterans Affairs. The position acts as the operations manager with responsibility for managing and maintaining complex museum financial operations and fiscal records which includes 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, daily use and upkeep of the facilities and equipment, and participates in community relations and while providing information and/or assistance to organizations, special interest groups, and the general public. In addition, the position provides management/direction to the museum collections records section; which involves assessing conservation needs with collections managers and submitting an annual report to the Museum Director; and works on the computerization of collections catalog records. 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 July 20, 1997 and announced in Bulletin CC/SC-68 to describe the single position which functions as the Assistant Director of the Veterans Museums. This classification was created as a result of the Professional Program Support Management Survey.

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