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| <b>CITY OF CEDAR RAPIDS<br/>POSITION PROFILE</b>                  | <b>JOB CODE #/TITLE:</b> NB178<br>Ushers Ferry Program Coordinator |
| <b>POSITION #/TITLE:</b> 1113<br>Ushers Ferry Program Coordinator | <b>Adopted:</b> 07-97  |
|   | <b>Revised:</b> 02-11  |

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| <b>POSITION DESCRIPTION</b> |
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| <b>Dept /Division:</b> Parks & Recreation/Ushers Ferry   | <b>Manager Level:</b> Program Administrator                                   |
| <b>Salary Plan/Description:</b><br>NBU/Non-Bargaining Unit                                       | <b>Salary Grade:</b> 06   |
| <b>Reports To Position #/Job Code #/JC Title:</b><br>1482/NB143/Parks & Recreation Program Supv. | <b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>                 |
| <b>FLSA Status:</b><br>Non-Exempt  | <b>City Overtime Status (Employee Type):</b><br>Non-Exempt (Exception Hourly) |
| <b>Physical Demand Rating:</b> Medium  | <b>Work Environment:</b> Uncontrolled   |
| <b>Pre-employment Testing:</b> Drug and health screening after contingent offer.                 | <b>Position Testing:</b> Job fit assessment                                   |
| <b>Personal Protective Equipment:</b> None   |   |

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| <b>General Statement of Duties</b> |
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Organizes, supervises and coordinates historical exhibits, program events and promotional activities for the Ushers Ferry Historical Village; performs related work as required.

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| <b>Distinguishing Features of the Class</b> |
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Some leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of volunteers, full and part time employees as required.

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| <b>Examples of Essential Work (Illustrative Only)</b> |
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Plans and coordinates historical programs, special events and customer;  
 Researches and develops interpretive materials for historic village exhibits and interpreter training materials;  
 Assists the department Marketing Manager in the development of event programs, flyers and public service announcements and coordinates event promotions;  
 Develops educational programs and exhibits for adults and children, delivers historical presentations and coordinates historical reenactment for schools and community groups;  
 Develops visitor programming to develop village educational and historic interest;  
 Enters and manages inventory of Ushers Ferry artifact collection;  
 Researches and develops temporary and permanent exhibitions for Ushers Ferry;  
 Monitors artifact collection for deterioration and takes measures to conserve damaged or deteriorating objects;  
 Evaluates artifacts and historical buildings to recommend repairs and coordinate project completion with maintenance personnel;  
 Verifies monthly revenues and expenditures for budget accuracy;  
 Makes suggestions on areas for budgetary focus;  
 Arranges for proper storage and exhibition of museum artifacts;  
 Makes minor repairs to artifacts;

Oversees temporary exchange of artifacts between Ushers Ferry and other professional institutions for purposes of research or public exhibition;  
Orders supplies and equipment per program and budget requirements;  
Oversees entry and approval of employee time-keeping functions;  
Develops program brochures, layouts and photographs of village programs, tours and events;  
Provides administrative support to village operations including mailing, typing, copying and computer operations;  
Researches and develops new programs and activities for Ushers Ferry;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Develops and delivers presentations and attends meetings, conferences and workshops;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends work regularly at the designated place and time;  
Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Thorough knowledge of principles, methods and techniques of historical programming;  
Thorough knowledge of historical re-enactments, including planning, implementation and evaluation of programs;  
Thorough knowledge of professional guidelines for the management of museum collections;  
Thorough knowledge of basic principles for the conservation and maintenance of historical artifacts;  
Thorough knowledge of the principles, practices and methods of organizing and installing special exhibits;  
Thorough knowledge of the principles, practices and methods of organizing and staffing special events and activities;  
Ability in team building, persuasion and negotiation;  
Ability to organize, coordinate, and direct volunteers and community groups;  
Ability to communicate effectively and maintain working relationships with supervisory personnel, employees, community organizations, representatives of the media, other public agencies and the public;  
Ability to plan, lay-out, develop and evaluate marketing and media materials;  
Ability to prepare accurate and reliable reports containing findings, conclusions and recommendations;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in recreation, marketing or related field; and  
Some experience in recreational or historical programs; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

None

### **Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material;

Sufficient manual dexterity, which permits the employee to operate computerized equipment;

Sufficient personal mobility, which permits the employee to work throughout historical village buildings and grounds.