

CURATOR

245-A

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the operation of a museum or interpretive center in a municipality. The work is performed under general direction of the chief administrative officer of a municipality with wide leeway for the use of independent judgment and initiative. Supervision is exercised over subordinate staff.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Ensures building and grounds are maintained in a safe and attractive condition;

Identifies and appropriately addresses real and potential problems or needs as they arise;

Mows, trims, prunes, performs snow removal and ice management as needed;

Maintains plantings in and around the property;

Keeps gutters clean from debris and flowing;

Recycles water and organic materials;

Promotes proper environmental practices as dictated by state and federal regulations and in consultation with environmental specialists as needed;

Liaise with educational/environmental organizations, institutions, agencies and individuals using or involved with programs and services provided;

Schedules building usage;

Provides associated and special program needs (A/V, IT, etc.);

Determines the need for amenities;

Develops curriculum/faculty planning and accommodation;

Develops fees for service schedule, as needed;

Networks with other similar educational facilities throughout the area, state and northeast region

Manages buildings and grounds of facility;

Establishes hours of operation;

Determines staffing needs;

Evaluates staff;

Develops budgets;

Develops programs, activities and curricula;

Advertises and promotes publicity;

Validates the Center's educational legitimacy;

Performs other duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the history of the municipality and local environment; good knowledge of all areas of biological and natural sciences; good knowledge of office terminology and procedures relating to the operation of a small museum and cultural center; good knowledge of the policies, procedures, and regulations relating to operation of the Museum and Cultural Center; ability to understand and carry out oral and written directions; ability to deal with the public; ability to effectively plan and secure the cooperation of others; ability to provide guidance and direction to other employees or volunteers assigned to the facility; ability to express oneself clearly both orally and in writing; and ability to make independent decision; identification skills (field) and lab skills; willingness to cooperate with the public; initiative; good general intelligence; integrity; tact and courtesy; and good observation.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's degree from a regionally accredited or New York State registered college or university, with major work in Biological Sciences or Ecology or closely related

field and two (2) years of experience in teaching (classroom, field setting) and field work (hiking, species identification, lab work); or

(B) Possession of an Associate's degree from a regionally accredited or New York State registered college or university, with major work in Biological Sciences or Ecology or closely related field and four (4) years of experience as listed above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated: 4/17/19

Jurisdictional Class: Competitive

Public Hearing: no

NYS Civil Service Commission Approval: no

Reviewed and placed in SC Personnel Classplan: 5/9/2019

Revised and Replaced in Classplan: 1/27/2023

Revised and Replaced in Classplan: 1/8/2025 (Edu)