

## BARTLETT CAMPUS DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for scheduling various activities and programs at the Bartlett House and Olean Point Museum of Local History. The incumbent participates in a wide range of tasks from scheduling to recruiting volunteers to fund raisers. The work is performed under the general direction of the Mayor's advisory board. Supervision may be exercised over the work of volunteers and student interns. A Bartlett Campus Director ~~Does~~ related work as required.

TYPICAL WORK ACTIVITIES: ~~(Illustrative only)~~

- Recruits and supervises volunteer staff for the Fannie E. Bartlett House and Olean Point Museum of Local History;
- Manages day to day operations at the Bartlett Campus;
- Manages scheduling for temporary exhibits;
- Coordinates utilization of facility with various users;
- Assists the Board with preparing the annual budget requests for Bartlett Campus;
- Provides support to the Olean Point Guild Board Members;
- Maintains various records and reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: ~~ability to plan, organize, and supervise the work of others; Management experience to effectively oversee day to day operations at the Bartlett House and Olean Point Museum of Local History; ability to maintain records and prepare periodic reports; ability to schedule and oversee volunteer/student workers; ability to deal courteously with the public and maintain cooperative relationships with others; ability to write clearly and concisely; ability to oversee and direct volunteers; physical condition sufficient to perform the essential functions of the position. physical condition commensurate with the demands of the position.~~

MINIMUM QUALIFICATIONS: Possession of a high school diploma or high school equivalency diploma and four (4) years of supervisory experience.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 8/31/99; \_\_\_\_\_