

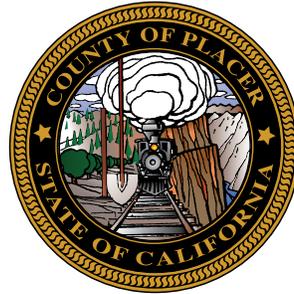


The County of Placer, California
is seeking a highly skilled professional for the position of

Museums Administrator

(Unclassified Management)

Department of Facility Services



Annual salary: \$84,635.20 to \$102,918.4

*Due to recent California Legislative action, your CalPERS Pension
formula is dependent upon
your hire date with Placer County.*

Applications must be submitted by 5:00 PM Friday, January 3, 2014



THE POSITION

The Museums Administrator is an unclassified position. The Museums Division is comprised of 6 positions with an annual budget of \$879,000. This management position recommends priorities for Division resources, and exercises direct supervision over management, supervisory, professional, and clerical personnel. This position reports through the Deputy Director Facility Services to the Department Director and has senior management responsibility for planning, organizing, and directing the day-to-day operations of the four major program areas listed below:

Heritage Education

These popular programs increase appreciation of the County's rich history through active promotion, and updating permanent exhibits in the six museums. The Living History program served 3,000 third graders in 2012, and Community Education programs offer walking tours of Old Town and the Auburn Cemetery. Recent seminars focused on curatorial practices, and the annual Heritage Trail offers free access to 18 museums in the County each August.

Historic Preservation

Preserving the County's collection and encouraging appropriate public access will ensure that future generations are connected to Placer County history. The new Archives and Collections Facility has enhanced the efficiency of staff and volunteers as they annually respond to over 2,000 research requests from students and researchers around the world. Solid policies direct management of the County's 16,500 objects, 18,500 photographs, and 21,000 documents; and staff is now developing on-line access to printed materials. The Division encourages preservation of historic structures and sites by commenting on land use applications, which may have an adverse effect on historic or prehistoric cultural resources.

Historical Organization Support

Supporting local historical societies, museums, and archives is critical to the missions of Heritage Education and Historic Preservation. Staff routinely offers professional expertise on collection conservation and museum operations to local non-profits and members of the public. The Historical Advisory Board is appointed by the Board of Supervisors and makes decisions about Museum Policies including deaccessioning. The Historical Organizations Committee is a standing committee of this Board, and regularly brings together representatives of historical societies, et al. The collective vision of this group benefits members through information sharing and collegial support in the pursuit of historical preservation and education about Placer County's rich cultural legacy.

Volunteerism

More than 200 volunteers offer personal commitment to museum visitor services, archives research, collections management, and educational programs. Each individual receives extensive training and benefits from the chance to enjoy meaningful community service. The Museums Division consistently provides high quality programs and services, with heavy reliance on well trained and dedicated volunteers. Maintaining the vitality of the volunteer program is essential.



THE DIVISION

The Museums Division of the Department of Facility Services operates 6 County museums and the recently-relocated Archives and Collections Facility. The Division is dedicated to providing education programs, access to the county's historic objects and archival materials, and supporting historic preservation. To accomplish these goals, the Division engages the public by increasing awareness and access to the Archives, growing the education programs, and actively managing the volunteer program. The Division's successes provide opportunities for citizens, tourists, and other visitors to learn about the rich history of Placer County.

THE IDEAL CANDIDATE

The Department of Facility Services is looking for someone with proven expertise in the development, management and administration of museums programs. The ideal candidate will have managed an organization that emphasizes cooperation, accountability, and responsiveness and have the ability to communicate effectively with government officials; other County departments; non-profit entities and other community stakeholders; and Placer County citizens.

In addition to the minimum education and experience, the ideal candidate will possess and demonstrate the following:

- Experience with leading staff in a creative service oriented environment.
- Proactive approaches to develop, implement, evaluate, and achieve organization-wide goals.
- The ability to develop, implement, and evaluate museum programs with a focus on successful outcomes that result in increased awareness of Placer County history.
- Excellent interpersonal skills with the ability to build effective teams, mentor, and coach others.
- Budget management experience.
- Ability to motivate staff and foster a climate of mutual respect.
- Excellent verbal and written communication skills and experience working with the media.

A complete job description of the Museums Administrator Facility Services is available on our website at: www.jobsatplacercounty.com.

COUNTY GOVERNMENT

The County employs nearly 2,200 employees and has an annual FY 12/13 budget of approximately \$762 million. A five member Board of Supervisors elected by district for four-year, overlapping terms governs the County. It has a proud tradition of being a progressive local government guided by a forward-looking County Executive Officer and Board of Supervisors. The County Executive Office continues to monitor the ever-changing fiscal climate, review best practices, and consistently refine and develop county policies and procedures to meet identified needs while achieving efficiencies and ensuring that constituents continue to receive quality services despite limited or reduced resources and staffing. For several years, the Board of Supervisors has pro-actively implemented necessary cost reduction measures while retaining high levels of services to the public. The Board will continue to actively provide policy direction and leadership, identify additional areas for cost savings, and explore public service delivery options to achieve a balanced budget while providing high quality services to the public.

COMPENSATION AND BENEFITS

Salary: The monthly salary range for this unclassified management position is \$7,052.93 to \$8,576.53 paid biweekly (26 pay periods annually). A longevity increase of five percent is added to the salary after five years are obtained at the top step.

In addition, the County offers an attractive benefits package. The following information represents benefits available to permanent Placer County employees as of November 1, 2013. Please note that benefit levels and payment amounts are subject to change, based on County Executive Office/Board of Supervisors mandates.

Supplemental Compensation: The County provides \$2,100 per calendar year in supplemental compensation to be utilized in the following ways: to pay for health and/or dental deductibles and co-pays, to pay for dependent care expenses, cash (this is considered taxable income), or in contributions to a 401 (k) plan.

Annual Leave: The County provides management employees 72 hours of management leave to be used as time off or cash as well as a competitive vacation and sick leave package and thirteen (13) paid holidays per year. Additional hours of management leave are available based on annual salary multiplied by 4% less \$1,500 divided by the hourly rate of pay.

Health Insurance: Health coverage is available through CalPERS with the County paying a major portion of the cost for the employee as well as dependents. Health care benefits are also available in retirement.

Dental and Vision Insurance: Dental and vision insurance are fully paid by the County for the employee and dependent dental and vision coverage is also available.

Life Insurance: A fully paid double indemnity life insurance policy of \$50,000 is provided for the employee. An accidental death policy of \$10,000 is also fully paid by the County.

Retirement Plans: Employees are covered by Social Security and the California Public Employees' Retirement System (CalPERS). Due to recent California Legislative action, your CalPERS Pension formula is dependent upon your hire date with Placer County. Both a 457 deferred compensation plan and a 401(k) plan are available at the employee's option.



THE MINIMUM REQUIREMENTS FOR THIS POSITION ARE:

Experience and Training

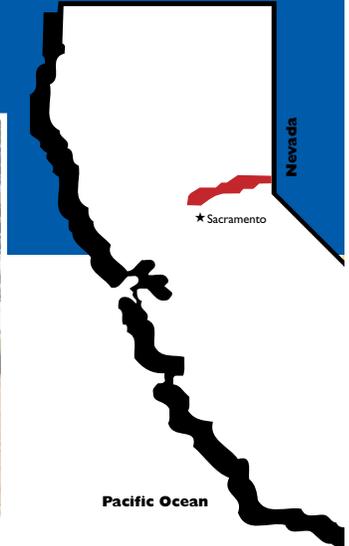
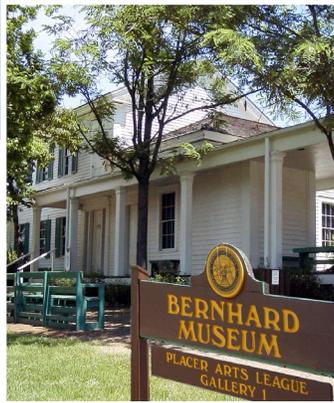
Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Four years of increasingly responsible experience in professional museum work, including two years of administrative and management responsibility.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in museum administration, art, cultural anthropology, the humanities or a related field.

License or Certificate:

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.



APPLICATION PROCESS

To be considered for this excellent career opportunity, please submit a completed application for employment, an expanded resume (no more than four pages). **This recruitment will be open until 5:00 PM Friday, January 3, 2014.** Applications can be submitted via the County's website at www.jobsatplacercounty.com. Appointment to this position will be contingent upon successful completion of a post-offer pre-employment background investigation, including fingerprint clearance, and physical examination.

EMPLOYEES OF OTHER PUBLIC AGENCIES

Placer County now offers an expedited process for qualifying certain applicants for interviews. Candidates currently employed, or employed within the last year, by a public agency operating under a personnel civil service or merit system may be eligible to be placed on a Public Agency Eligible List and certified as eligible for appointment to a similar job assignment without going through the examination process. For more information on the Public Agency Eligible List, to download forms, or to apply, please visit our website at: www.jobaps.com/placer/sup/abfreenames.asp.

SELECTION PROCESS

The Department of Facility Services will review the submitted application materials of all applicants and will contact the most highly qualified applicants to schedule a hiring interview with the department executive staff.

PERSONNEL DEPARTMENT

Equal Opportunity Employer
145 Fulweiler Avenue, Suite 200
Auburn CA 95603
Main Telephone: (530) 889-4060
<http://www.placer.ca.gov/departments/personnel>

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment and retaliation is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance. Please contact the Personnel Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

THE COUNTY OF PLACER HAS A NO SMOKING POLICY FOR ALL COUNTY FACILITIES.

