



JOB DESCRIPTION HISTORICAL PARK SPECIALIST

THE POSITION

Under general direction of the Director of Planning and Maintenance or Senior Management Analyst, and in cooperation with the Simi Valley Historical Society Board of Directors, this position coordinates the day-to-day operation of the Robert P. Strathearn Historical Park and Museum, including general office management, facility rentals, museum tours, public relations, and volunteer coordination. In addition, this position may assist with projects and/or functions related to Corriganville Park and the Santa Susana Railroad Depot and Museum.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to:

Responsibility for the operations of the Historical Park's visitor's center with an emphasis on positive customer service, including answering incoming calls; greeting and welcoming visitors; providing visitors with information and directions; assisting the public on the phone or in person with questions related to activities and rentals; monitoring and responding to voicemail; maintaining visitor logs and visitor counts; acting as a liaison between the Simi Valley Historical Society and Rancho Simi Recreation and Park District; attending regularly scheduled Historical Society Board meetings and Liaison Committee meetings; acting as site coordinator for facility rentals, including providing pre-rental tours and event-day coordination; distributing copies of permits; accurately processing monetary transactions, including collecting fees, issuing receipts, handling credit card transactions, processing sale of items in the visitor's center/museum, and reconciling cash journal sheets and receipts; maintaining effective communication with Simi Valley Historical Society Board and members, Park District staff and the Historical Park's caretakers; coordinating the identification, photography, registration and inputting of artifacts using museum collection management software; scheduling park tours and school tours; supporting the Historical Society in the coordination of docent schedules for tours, cleaning and maintenance of historic buildings and artifacts, and other projects; and may assist with the publication of the Historical Society's quarterly newsletter.

The position may perform other related duties as assigned.

EMPLOYMENT STANDARDS

Requires knowledge, skills and abilities in the following areas: reading and interpreting documents, writing correspondence, and speaking effectively with the general public; adding, subtracting, multiplying and dividing; applying common sense understanding to carrying out detailed and/or complex solutions to various issues and/or problems that arise; adapting to changing technologies and learning functionality of new equipment and software systems; communicating clearly, both orally and in writing; establishing and maintaining effective working relationships with those contacted in the course of work.

High school diploma or GED equivalent, and a valid California Driver's License with good driving record are required. Any combination of higher level education and experience that would likely provide the required knowledge, skills and abilities to successfully perform the duties of this position is desired.

Requires proficiency with Microsoft Outlook, Word and Excel. Familiarity and ability to use Max Galaxy recreation registration program a plus.

PHYSICAL REQUIREMENTS

It is expected that this position will be sitting 70% of the time or more and require the regular climbing of stairs; occasional bending, kneeling, squatting, reaching overhead, stretching, working on rough or uneven terrain; occasional lifting, carrying, pushing and/or pulling limited to less than 40 pounds; frequent handling and dexterity. Position requires the operation of multi-line phone system, computer, printer, typewriter, 10-key, photocopier, postage meter, other general office equipment, and District vehicle.

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