



INVITES APPLICATIONS FOR THE POSITION OF

## PROGRAM SPECIALIST Heritage Parks & Museums

APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)

### FILING DEADLINE

Open Until Filled

### SALARY

\$21.00 - \$28.00 per hour DOE

### JOB TYPE

Part-Time, Temporary/Seasonal

### THE POSITION

The City's Parks and Community Services Department is looking for a creative, personable self-starter to serve as Program Specialist at Dublin Heritage Park and Museums and Dublin Camp Parks Military History Center. Under the supervision of the Recreation Coordinator, the Program Specialist is responsible for supporting a variety of operational and program needs at the Museums. The Program Specialist supports the Recreation Coordinator in researching, designing, and installing temporary museum exhibits, developing, and coordinating museum education programs. This position assists with the management of collections, developing curriculum for the tour program and outreach activities and promoting Heritage programs. Additionally, the Program Specialist coordinates and may conduct specialized trainings for part-time staff and volunteers. As a member of the Heritage Park and Museums team, the Program Specialist participates in planning and implementing history activities at Heritage events including the Harvest Fair and Heritage outreach activities. The ideal candidate will have an interest in museum operations and programs and will be a collaborative thinker and excellent communicator who can maintain effective relationships with community groups and volunteers.

### EXAMPLES OF DUTIES

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Under supervision, assists with planning, coordinating, and implementing programs and projects within an assigned area.
- Provide assistance in the analysis, implementation and monitoring of City programs.
- Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives.
- Conduct surveys and perform routine research and statistical analyses as requested; prepare related reports.
- Compile materials and assist in the preparation of reports, manuals, publications, and miscellaneous public information literature.
- Oversee part-time recreation staff as assigned and review the activities of volunteers.
- Assist with administrative tasks including the maintenance of records, files, and other data.

- Participates in assessing supplies needed for programs and requisition additional supplies as needed.
- Assists in the assurance that City activities start and finish in the prescribed manner and time frames.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other duties as assigned.

## **QUALIFICATIONS**

1. Education: Equivalent to the completion of the 12th grade and some college work in the area relevant to the assigned program area. Completion of Associates Arts or Science degree (A.A./A.S.) is desirable.
2. Experience: Two years of progressively responsible paid experience in programming and project areas representative of the assigned program area.

### **Knowledge and Abilities:**

- Techniques and methods related to the coordination of the assigned program or project.
- Basic budgeting techniques.
- English language usage, spelling, punctuation, and grammar.
- Principles and practices of record keeping.
- Principles and practices of standard safety precautions.
- Methods of program planning and evaluation.
- Demonstrate professional customer service techniques.
- Communicate in an effective manner, both orally and in writing.
- Use a personal computer, including word processing, spreadsheet, database, and desktop publishing applications. Familiarity with museum collections software is a plus.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Attend day, evening, and weekend meetings and events.
- Problem-solve conflicts and disputes.
- Analyze, interpret, and explain program policies and procedures.
- Prepare written reports, newsletters, flyers, and other written materials.
- Exercise good judgment, tact, and courtesy.

### **Licenses, Certifications, Special Requirements:**

1. At time of hire, must be 18 years of age or older.
2. Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.
3. Possession of a valid California Class C Driver's License and a Certificate of Automotive Insurance for Personal Liability.
4. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.
5. Possession of current certificate, credential, or license in the area of specialty program (as appropriate).

## **BENEFITS**

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal positions.

## **PHYSICAL STANDARDS**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and report operational and technical policy and procedures.

On an intermittent basis, sit at desk for extended periods of time, stand, walk, and bend while conducting/reviewing programs; squat, climb, kneel and twist intermittently when setting up various programs; frequently interact with children (depending on program area); perform simple grasping and fine manipulation; and lift or carry weight of one hundred pounds or less. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information; resolve customer services issues; interact with City staff, volunteers, vendors, and the public.

## **THE SELECTION PROCESS**

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to screen an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. Faxed or e-mailed applications will NOT be accepted.

Pursuant to the City's Personnel Rules Section 23, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

## **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of ancestry, age, color, disability, genetic information, gender, gender identity or gender expression, marital status, medical condition, military or veteran status, national origin race, religion, sex or sexual orientation.

## **HOW TO APPLY**

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on "Member Agencies," "City of Dublin," then on "PROGRAM SPECIALIST" and "Apply Now." No faxed or e-mailed applications will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

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## **SUPPLEMENTAL QUESTIONS**

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The Program Specialist – Heritage Park and Museums, is a Part-Time, Temporary position with no benefits. The position will typically work an estimated 20 hours per week, no to exceed 1,000 hours per year. The work schedule can be flexible but will include a regular Saturday shift. To continue in the City's recruitment process, please complete the following Supplemental Question's:

1. Please describe why you are interest in local history and the program specialist position.
2. Please detail your experience as it relates to museum operations, history activities, historical research, and museum collection management.