CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: **Human Resources**

AGENDA DATE: **02/05/08**

CONTACT PERSON/PHONE: **Human Resources, Linda Ball Thomas, (915) 541-4509**

DISTRICT(S) AFFECTED: **City Wide**

SUBJECT:

APPROVE: Resolutions for the creation of Job Specifications for Deputy Director of Clinical Services, Museum Director – History and Solid Waste Operations Manager.

BACKGROUND / DISCUSSION:

The creation of the proposed job class for **Deputy Director of Clinical Services** was requested by the Interim Director of the Department of Public Health Director to implement strategic and operational efficiencies. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position.

The proposed job class of the **Museum Director – History,** will replace the one used for an existing position. This job class was requested by the Museums and Cultural Affairs Director to implement strategic and operational efficiencies. The revised duties more adequately describe and address the duties that will be required of the person sought during the recruitment.

The proposed job class of **Solid Waste Operation Manager** will replace the one used for an existing position. This job class was requested by the Director of Environmental Services to implement strategic and operational efficiencies. The revised duties more adequately describe and address the duties currently being performed. The incumbent will be reclassified into the position.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Budgeted for FY/2008

BOARD / COMMISSION ACTION:

Per Civil Service Commission approval on 1/25/08

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**********REQUIRED AUTHORIZATION**********

LEGAL: (if required) ____ **FINANCE:** (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

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RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Mueseum Director - HIstory** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **15025.** The Grade is **EX 3**.

PASSED AND APPROVED this ___ day of February, 2008.

THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

John R. Batoon
Assistant City Attorney

APPROVED AS TO CONTENT:

Linda Ball Thomas
Human Resources Director

APPROVED BY THE CIVIL SERVICE COMMISSION:

Date: January 24, 2008

By: _____
Secretary

2B

JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR

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CITY COUNCIL
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SUSANNAH M. BYRD, DISTRICT 2
VACANT, DISTRICT 3
MELINA CASTRO, DISTRICT 4
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STEVE ORTEGA, DISTRICT 7
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HUMAN RESOURCES DEPARTMENT

DATE: January 16, 2008
TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director
SUBJECT: Proposed Change to the Classification and Compensation Plan: New Job Specification

The Human Resources Department requests that the Civil Service Commission recommend the following changes to the City Council for acceptance and approval. See attached proposed job specification.

	TITLE	CODE	GRADE
PROPOSED	**Museum Director - History**	**15025**	**EX 3**

The creation of the proposed job class was requested by the Museums and Cultural Affairs Director to implement operational efficiencies. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and reviewed by the Museums and Cultural Affairs Director and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2 a. & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocate, and submit for recommendation and approval in accordance with Section 2a."

Attachment (*Proposed* Job Specification)

SERVICE WITH HONESTY & RESPECT
2 CIVIC CENTER PLAZA 3RD FLOOR, EL PASO, TEXAS 79901 · 915-541-4504 · WWW.ELPASOTEXAS.GOV

Code 15025
Grade EX 3

JOB SPECIFICATION

MUSEUM DIRECTOR - HISTORY

General Purpose

Under administrative direction, develop through acquisition and fundraising, provide leadership through specialized knowledge, develop policy, acquire funding, plan, organize and direct activities through staff for assigned area. Oversee professional practices such as acquisitions, deaccessioning, preservation, exhibition, interpretation, and presentation.

Typical Duties:

Plan, develop, organize and direct Museum programs and activities for museum visitors and facility users. Involves: Establish policies and methods to acquire, remove, display, conserve and safeguard permanent and loaned artifacts. Present local and traveling exhibitions. Formulate short and long-range strategic plans, goals, priorities and standards. Research and propose major initiatives to sustain and enhance appreciation of local cultural heritage. Liaison with local, regional and national historical preservation groups, community groups, organizations-with an emphasis on volunteer advisory and foundation boards and city departments to promote museum activities and programs, recruit volunteers and donors or to coordinate facility improvement or capital improvement programs.

Plan, research, design and execute new, temporary and permanent exhibits. Involves: Oversee contracts for permanent exhibit planning, design, fabrication, and traveling exhibits. Accept art work and artifacts on behalf of the City. Assist advisory board in developing and implementing plans for American Association of Museum (AAM) accreditation.

Plan and direct or engage in fundraising solicitations, artwork acquisition negotiations, oversee media relations and marketing of museum programs and services to general public. Involves: Oversee research, prepare and submit grant and endowment proposals. Oversee the timely preparation of documents, applications and reports for governmental and foundation grants and gifts. Network with other museums, galleries and collectors to arrange for authentication, exchanges, loans, donations and purchase of artifacts. Oversee, write or edit treatises, journal articles, collection catalogs, program brochures, press releases, advertising copy and correspondence. Represent City museum at professional conventions to participate in or conduct seminars and community social events.

Prepare strategic long and short-term plans, goals and objectives. Involves: Prepare annual budget including budgetary projections for personnel resources, facilities, equipment, materials and supplies necessary to meet long and short term plans and goals. Monitor and approve expenditures within budgetary constraints for operating and capital budgets. Research, prepare, submit and administer grants and other outside funding sources. Prepare and submit regular reports for grant requirements. Inspect buildings and facilities to ensure museums are properly maintained, secured and environmentally controlled to protect the artifacts and exhibits.

Supervise professional, clerical, security and volunteer staff. Involves: Schedule, assign, and review operational and procedural activities. Prioritize and coordinate Museum activities. Instruct, guide and check work. Appraise employee performance. Provide training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. As appointing authority, interview applicants and hire, terminate, transfer, discipline, assign merit pay or other employee status changes.

Knowledge, Skills, and Abilities

- Application of comprehensive knowledge of fundraising and strategic planning methods and procedures.
- Application of comprehensive knowledge of museum operational methods, techniques and procedures.
- Application of comprehensive knowledge of administrative, budgetary, personnel management, standard fiscal administration policies, practices and controls related to museum facilities and operations.

As provided under Classification and Compensation Ordinance 8064, Section 2.2 General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis.

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- Application of comprehensive knowledge of history of North America, El Paso and the U.S. Southwest.
- Application of considerable knowledge of planning, funding, designing and preparing museum exhibits, educational and promotional events and activities.
- Application of good knowledge of supervisory practices and procedures.
- Application of good knowledge of budget development and control techniques.
- Application of good knowledge of public relations, marketing and customer service methods and practices.
- Interpretation of applicable federal, state, and City laws, rules, regulations, related to historical preservation of art work, native and regional artifacts, state and local labor and occupational safety and health rules and regulations.
- Establish and maintain effective working relationships with coworkers, officials, contractors, granting agencies; foundations and the general public.
- Clear, concise oral and written communication to write, edit and submit grant proposals, prepare and present reports to city management, officials, and other management level reports.

Other Job Characteristics

- Frequent public presentations.
- Frequent driving in City traffic.
- Work extended hours, weekends and holidays on a rotating or as needed basis.
- Residency within the City of El Paso city limits required by date of employment.
- May work extended hours as an executive reporting to the Museums & Cultural Affairs Director.

Minimum Qualifications

Education and Experience: A Master's degree in public history, history, American studies or related field in assigned area, and six (6) years of museum exhibit development or design, or curatorial experience or museum education experience, which includes four (4) years of supervisory experience.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

As provided under Classification and Compensation Ordinance 8064, Section 2.2 General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis.