

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

DEPARTMENT: Human Resources

AGENDA DATE: 06/07/05

CONTACT PERSON/PHONE: Human Resources, Terry Bond, (915) 541-4509

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Resolution for Art Museum Registrar

BACKGROUND / DISCUSSION:

The proposed job specification was the result of a request from the Museums Director to study this job classification. Human Resources found that the scope and level of the responsibilities and duties normally assigned to the position has evolved in response to the increased accountability involved with caring for the Museum's multi-million dollar art collection as well as the condition and security of all the incoming loans. The attached proposed job specification summarizing the primary duties, responsibilities, minimum qualifications and other requirements of the job class was revised using the City's current style and format conventions.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Already budgeted for FY/05.
Fund Source: 54010331-01101-54000

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

As per Civil Service Commission approval on 06/21/05

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

LEGAL: (if required) LM

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: _____

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 **Art Museum Registrar** is hereby revised as specified in the duties and responsibilities attached hereto. The Code shall be **5117**. The Grade shall be **PM 73**.

PASSED AND APPROVED this 21st day of June, 2005.

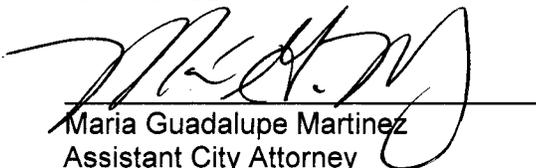
THE CITY OF EL PASO

John Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Maria Guadalupe Martinez
Assistant City Attorney

APPROVED AS TO CONTENT:



Terry A. Bond
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: June 9, 2005

By: 

Secretary



Human Resources Department

SB

MEMORANDUM

To: Civil Service Commission
 Thru: Terry Bond, Human Resources Director *TBT*
 From: Ana I. Sanchez, Personnel Analyst II *AIS*
 Date: June 3, 2005
 Subject: Revision of Job Specification

Human Resources recommends Commission approval of the job classification item listed below. Please see attached proposed and strike-through versions of the job specification.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
OFFICIAL	Art Museum Registrar	9351	PM 70
PROPOSED	Same	5117	PM 73

The proposed job specification is the result of a request from the Museums Director to study the subject job classification. Human Resources found that the scope and level of the responsibilities and duties normally assigned to the position has evolved in response to the increased accountability involved with caring for the Museum's multi-million dollar art collection as well as the condition and security of all incoming loans.

The attached proposed job specification summarizing the primary duties, responsibilities, minimum qualifications and other requirements of the job class was revised using the City's current style and format conventions and have been reviewed by the Museums Director and Human Resources Director. The proposed grade change shown above is warranted by external competitiveness and internal equity considerations as well as the increased scope of accountability inherent in the revision of the job class. Approval of this action will be the basis for the Commission to consider the reclassification of the incumbent listed on the regular agenda for this meeting.

This recommendation is being made pursuant to:

Civil Service Rule 4, Classification, Section 4(a), Reclassification of Positions:

"The Commission or the Human Resources Director may investigate of its own accord or upon the request of a department head, any change in the duties and responsibilities of a position from those upon which it was originally classified. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Commission will request the City Manager to direct the Human Resources Director to place the position in its proper class and grade.

"A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the appointing authority, department heads or employees involved, statements of the duties and responsibilities of the position under review. The appointing authority, department heads and employees concerned will have an opportunity to be heard before the revised class is approved and to appeal to the Commission in accordance with Article VI, Section 6.13-4 of the Charter."

Attachments

Professional and Managerial Branch
Culture Group
Museum Series

ART MUSEUM REGISTRAR

06/05 (AIS)

General Purpose

Under general supervision, organize and maintain orderly forms, legal documents, files and retrieval system associated with acquisitions, accessions, de-accessions, cataloguing, loans, packing, shipping, customs, inventory, insurance and storage. Perform preventative conservation and oversee shipping arrangements of museum collections.

Typical Duties

Maintain museum collection inventory and records. Involves: Catalog, file and retrieve legal and photographic documents and forms associated with accessions, deaccessions, loans, and exhibitions. Research artists, object and provenance for collection records. Complete forms and prepare condition reports, create files and process paperwork. Update collections inventory utilizing computerized database. Monitor condition of objects on view and in storage. Respond to inquiries and requests about the collection including rights and reproduction requests. Develop and implement registration guidelines and procedures.

Oversee shipping and receiving of art objects, exhibitions, and loans. Involves: Select art handlers and shippers. Prepare insurance reports and claims. Compile quotes for shipment. Monitor and participate in art handling, packing and unpacking loans, exhibitions and artifacts placing objects in view or storage. Check gallery and storage spaces for pests, proper temperature, humidity, light and other environmental conditions. Develop and train personnel in proper art handling techniques. Assist in logistics and installation of exhibits. Assist curator in circulating traveling exhibits.

Perform related professional duties contributing to the realization of City and department goals as required. Involves: Substitute, as qualified, for coworkers or supervisor during temporary absences by carrying out specifically delegated functions to maintain continuity of normal services, if assigned. Provide designated support for projects or activities overseen by supervisor. Engage in special projects and serve on ad hoc committees as required. Explain and demonstrate work performed to assist supervisor in orienting and training less knowledgeable employees. Attend meetings and represent the department.

Knowledge, Abilities and Skills

- Considerable knowledge of professional museum registration procedures.
- Good knowledge of art history.
- Good knowledge of computerized data base systems and word processing.
- Good knowledge of inventory procedures and museum facilities.
- Good knowledge of museum properties in safe handling, storage, shipping and preservation of art and artifacts methods and procedures.
- Some knowledge of utilization and maintenance of power and hand tools.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate clearly and concisely orally and in writing to prepare and present reports to management.
- Ability to interpret federal, state, and city laws, rules and regulations, related to transportation, preservation and display of artifacts, state and local labor and occupational safety and health rules and regulations.
- Skill in safe operation and care of personal computer or network workstation, and generic business productivity software.

Other Job Characteristics

- Occasional prolonged periods of standing, reaching, stepping on step stools/ladders, pushing and pulling shipping/packing crates and carrying art materials, supplies, artwork and artifacts weighing up to fifty (50) pounds preparing artwork for storage or shipping.
- Occasional exposure to disagreeable chemicals and fumes common to the handling, preservation, storage and shipping of artwork and carpentry utilized in creating exhibits and displays.

Minimum Qualifications

Training and Experience: Equivalent to an accredited Bachelor's degree in art history, museum studies, or a related field, plus two (2) years experience in museum collection inventory.

Licenses and Certificates: Valid Texas Class "C" driver's license or equivalent from another state.

Human Resources Director



Department Head