

**Job Class Profile: Historic Sites Officer II****Pay Level: CG-40 Point Band: 916-949**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	5	2	4	6	6	6	4	2	
Points	280	83	13	19	180	130	124	86	21	936

**JOB SUMMARY**

The Historic Sites Officer II performs professional work in administering the provincial historic sites program. Work involves long-range and short-term planning, directing, controlling and coordinating historic sites, buildings and historic marker programs. Work includes originating plans within the framework of stated general objectives and fiscal limitations. Considerable independent judgment is exercised in the discharging of administrative, technical, artistic and community relations matters.

**Key and Periodic Activities:**

- Directs the physical preservation or restoration of historic sites established by provincial authority. Justifies and documents proposals to acquire and preserve historic sites in accordance with their relative historic importance and geographical location. Plans, directs and supervises the work of subordinate professional, technical and maintenance staff.
- Prepares plans for the development of historic sites.
- Performs research, planning and development activities including research related to historic site development, providing advice on restoration projects and overseeing the development and delivery of interpretative programs in provincial historic sites.
- Oversees provincial historic sites operations including ensuring that interpretation provided at each site is accurate, participating in staff recruitment and training, maintaining records, recommending acquisitions of artifacts and procurement of reproduction items and ensuring sites are prepared for the opening of the tourism season.
- Formulates policy for the Province in heritage conservation, prepares position papers for department and Cabinet, reviews legislation and enforcement and advises on same.
- Maintains budgetary responsibility for implementation of all historic sites programs including archaeology, site restoration, maintenance, interpretation and publications. Prepares requisitions and cost estimates for exhibits, administers operating and special project budgets, authorizes payments on purchases and monitors the spending of petty cash accounts issued to site supervisors.
- Performs marketing and promotion activities including ensuring the implementation of the Historic Sites marketing plan.
- Coordinates with archaeologists and other disciplines for the further investigation and exploration of potential historic sites.
- Provides assistance to scholars, museums, other institutions and the general public in their effort to research the physical interpretation of the history of Newfoundland and Labrador.

**Key and Periodic Activities:**

- Participates in committees.
- Conducts presentations related to Provincial Historic Sites.

**SKILL****Knowledge****General and Specific Knowledge:**

- Restoration and preservation techniques
- Heritage Conservation and Interpretation
- Archaeology
- Budget management
- Marketing
- Government purchasing procedures

**Formal Education and/or Certification(s):**

- Minimum: Undergraduate degree in Cultural Resource Management, Museum Studies, History, Archaeology, Cultural Geography, Folklore, Ethnology or related discipline.
- Class 5 Driver's license.

**Years of Experience:**

- Minimum: 5 years experience.

**Competencies:**

- Computer skills
- Research skills
- Presentation skills
- Oral and written communication skills

**Interpersonal Skills**

- A range of interpersonal skills are utilized including listening to information from others regarding the provincial historic sites program; asking questions to gather information related to the operations of provincial historic sites; providing routine and complex information and direction to staff working in provincial historic sites; providing expert advice on historical accuracy, restoration practices and related topics; promoting historic sites; gaining the cooperation of others to complete work tasks and occasionally dealing with upset or angry people.
- Communication occurs with employees within the immediate area, department and outside the organization as well as supervisors/managers, suppliers and contractors, departmental executive, municipal and provincial representatives, professional advisors (i.e. archaeologists) and the general public. Maintains positive working relationships with municipal councils, heritage organizations, tourism associations and operators, museum professionals and other non-government organizations.

## EFFORT

<b>Physical Effort</b>
<ul style="list-style-type: none"> <li>— Work demands occasionally result in fatigue, requiring periods of rest.</li> <li>— Lifting and moving is minimal but may involve artifacts for travelling exhibits or boxes of promotional materials such as brochures and posters.</li> <li>— Work involves sitting at a computer to complete research; develop plans for the operation of provincial historic sites; prepare cost estimates for exhibits and to perform administrative duties related to historic sites operations. Driving is required to visit provincial historic sites to ensure high standards of interpretation, service, cleanliness and state of repair.</li> <li>— Fine finger and precision work is required to operate a computer.</li> </ul>
<b>Concentration</b>
<ul style="list-style-type: none"> <li>— <b>Visual</b> concentration is required to perform computer work including archival research, developing interpretative and promotional materials and to maintain financial and statistical records.</li> <li>— <b>Auditory</b> concentration is required to deal with a variety of operational issues related to the functioning of provincial historic sites and to maintain effective community relations.</li> <li>— <b>Time pressures and deadlines</b> exist to coordinate staff training and ensure provincial historic sites are prepared for the opening of the season.</li> <li>— <b>Eye hand coordination</b> is required for driving and operating a computer.</li> <li>— <b>Exact results and precision</b> work is required to deal with financial matters including preparing cost estimates for exhibits; budget administration; monitoring petty cash accounts for provincial historic sites and to track and maintain attendance and leave.</li> </ul>
<b>Complexity</b>
<ul style="list-style-type: none"> <li>— Work involves a series of tasks and activities which are different/unrelated (operational; research, planning and development; promotion and marketing) and require a broad range of skills and knowledge.</li> <li>— Typical challenges relate to the administration of the provincial historic sites program and may involve research, planning and development activities; provincial historic site operations; staff supervision; financial administration or promotion and marketing activities.</li> <li>— References available to address typical challenges include the Historic Resources Act; Heritage Interpretation principles, practices and standards; Collective Agreements; Government policies and procedures (i.e. purchasing and tendering); Departmental plans and policies related to the operation of provincial historic sites.</li> </ul>

## RESPONSIBILITY

<b>Accountability and Decision-Making</b>
<ul style="list-style-type: none"> <li>— Work requires independence and initiative with the ability to make judgment decisions. Work is performed under the general supervision of a manager with work reviewed through reports and regular meetings and evaluated for accomplishment of objectives.</li> <li>— Independent decisions can be made regarding all provincial historic sites operational and development activities including maintaining budgetary responsibility, interpretative</li> </ul>

<p>programming and promotion.</p> <ul style="list-style-type: none"> <li>— Supervisory approval is required for leave and travel to attend trade shows, conferences and meetings as well as for any policy changes and position papers prepared.</li> <li>— Discretion and judgment are exercised in the administration of the provincial historic sites program.</li> </ul>
<p><b>Impact</b></p> <ul style="list-style-type: none"> <li>— Work requires independence and initiative with the ability to make judgment decisions. Work is performed under the general supervision of a manager with work reviewed through reports and regular meetings and evaluated for accomplishment of objectives.</li> <li>— Results of work tasks and activities are directly felt within the immediate work area, provincial historic sites, department and on the general public who visit the sites.</li> <li>— Results of work tasks and activities directly impact finances and facilities related to the operation of provincial historic sites; equipment and material resources; information with regards to interpretative programming; human resources in terms of supervising site staff; health and safety of staff and visitors as well as corporate image since the provincial historic sites are part of the provincial tourism industry.</li> <li>— Consequences of mistakes or errors are felt within the immediate work area, throughout provincial historic sites and department as well as on the general public.</li> <li>— Consequences of mistakes or errors typically impact information; equipment and material resources; finances and operations of provincial historic sites; human resources in terms of staff; health and safety and corporate image.</li> </ul>
<p><b>Development and Leadership of Others</b></p> <ul style="list-style-type: none"> <li>— Typically responsible for supervisory activities for a small size work group of employees (1 to 4 employees).</li> <li>— Provides advice, guidance, feedback, training, orientation as well as input into performance assessments, staffing and recruitment.</li> </ul>

## WORKING CONDITIONS

<p><b>Environmental Working Conditions</b></p> <ul style="list-style-type: none"> <li>— No special precautions or safety equipment required.</li> <li>— Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures, injuries or occupational illness resulting in partial or total disability.</li> <li>— Exposure to computer glare and distracting noise as well as occasional adverse weather conditions while driving to and from provincial historic sites.</li> </ul>
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