



ORANGE COUNTY
Human Resource Services
333 W. Santa Ana Blvd,
Santa Ana, CA 92701
714-834-2555

<http://www.ocgov.com/hr>

**INVITES APPLICATIONS FOR THE POSITION OF:
Historic Park Curator**

SALARY

\$30.56 - \$41.18 Hourly \$2,444.80 - \$3,294.40 Biweekly \$5,297.07 - \$7,137.87
Monthly \$63,564.80 - \$85,654.40 Annually

ISSUE DATE: 09/06/19

FINAL FILING DATE: 09/27/19

THE POSITION



Historic Park Curator

(Curator)

*This recruitment is **open to the public** and will establish an **open** eligible list. This eligible list will be used to fill current and future Historic Park Curator (Curator) positions within OC Community Resources/OC Parks. This eligible list may also be used to fill positions in similar and/or lower classifications throughout the County of Orange.*

*This recruitment will close on **Friday, September 27, 2019 at 11:59 PM (PST)**.
Qualified applicants are encouraged to apply immediately.*

THE COUNTY

The County of Orange is a regional service provider and planning agency whose core businesses

include public safety, public health, environmental protection, regional planning, public assistance, social services and aviation. Click [here](#) for more information.

OC COMMUNITY RESOURCES (OCCR)

OC Community Resources is a multi-faceted department comprised of OC Animal Care, OC Community Services, Housing & Community Development & Homeless Services, OC Parks, and OC Public Libraries. Click [here](#) for more information.

OC PARKS

OC Parks encompasses regional, wilderness and historical facilities, as well as coastal areas throughout the County of Orange in California. Featuring 60,000 acres of parkland, open space and shoreline, Orange County's award-winning parks and programs are enjoyed by millions of residents and visitors each year, in ways as diverse as the parks themselves. Click [here](#) for more information.

THE OPPORTUNITY

The Historic Park Curator is responsible for operating historical facilities and supervising staff and contractors in the operations and maintenance of these facilities in accordance with Secretary of the Interior's Standards for Historic Preservation. The incumbent is the front line interface with the public and is responsible for visitor satisfaction and safety. This position manages and develops the educational and recreational programs and large and small scale public events for historic park properties and assets as defined by the park's master plan.

Areas of assignment for these positions include:

- **Arden Helena Modjeska Historic House and Gardens:** Tucked away amidst a live oak grove on the banks of Santiago Creek in Modjeska Canyon lies the century-old home of world renowned actress Madame Helena Modjeska. Named for the grounds' resemblance to the Forest of Arden in the Shakespearean play, "As You Like It," Arden is designated a National Historic Landmark.
- **Heritage Hill Historical Park:** 4.1 acres include, four fully restored and furnished historic buildings that span the early history of the Saddleback Valley and El Toro area from the Mexican Rancho era (Serrano Adobe, circa 1863), to the founding of the town of El Toro (El Toro Grammar School, 1890; St. George's Episcopal Mission, 1891), through the citrus farming days of the early twentieth century (Harvey Bennett Ranch House, 1908).
- **Old Orange County Courthouse:** The landmark Old Orange County Courthouse is Southern California's oldest court building, and has been witness to many of the events which shaped present day Orange County. From its dedication in 1901, this granite and sandstone building has been the traditional home of county government. Today the 30,000-square foot building has been restored to look much as it had at the turn of the last century. The building contains the Orange County History Center (which includes the Old Courthouse Museum, the Orange County Archives, and the library of the Pacific Coast Archaeological Society) as well as government offices. The building is on the National Register of Historic places and is a State of California Historic Landmark.

Duties and responsibilities include, but are not limited to, the following:

Facility Supervision

- Primary site supervisor during assigned shifts.
- Train all subordinate staff and evaluate effectiveness.
- Conduct patrols of facility and take appropriate action when required.
- Lead for planning and implementation of special events.
- Ensure operations are consistent with standards for managing historical properties.
- Communicate with OCSD deputies to manage facility security issues.
- Be familiar with all historic sites to provide coverage for staff absences.
- Attend monthly park management meetings.

Collections Management

- Supervise management of County owned historical artifacts.
- Ensure best practices are followed using professional and museum standards.
- Maintain appropriate record keeping.
- Manage digital artifacts and photographs.
- Respond to facility requests of County owned buildings and resources.

Contract Administration

- Manage contracts.
- Document all performance issues.
- Work with purchasing staff to resolve deficiencies.
- Review all contract amendments.
- Assist Purchasing Unit with contract bid and award process.

Maintenance Management

- Supervise work of assigned maintenance crew members.
- Request additional resources when required.
- Provide regular input to Maintenance Crew Supervisor for staff assignments.
- Assist with creation of Bi-Weekly schedules.
- Conduct inspections and document deficiencies.
- Write work orders.
- Attend monthly Maintenance Management meetings.

Interpretation Programs

- Review and approve all interpretive themes.
- Write and maintain docent training documents, including docent handbook.
- Create engaging programs to appeal to broad audiences and ages.
- Promote programs and tours using ocparks.com and Communications staff.
- Align interpretive programs and materials to goals of park planning documents.

Volunteer Programs

- Engage volunteer groups at regularly scheduled meetings and provide input and reports.
- Perform annual docent training materials and update when needed.

- Recruit new volunteers and docents through OC Parks Volunteer Services.
- Recommend volunteers for awards and recognition.

General Administration

- Write Incident Reports.
- Write and review purchasing requests.
- Review permits and ensure compliance with provisions and County procedures.
- Prepare budget submissions for review and approval.
- Submit OCPW Facility Operations work requests and ensure timely completion.

DESIRABLE QUALIFICATIONS AND CORE COMPETENCIES

The ideal candidate will possess a Master's Degree or higher in history, preservation, public administration, collections management, museum studies or other related field. The ideal candidate is self-motivated, capable of multi-tasking, and exercises considerable independent judgment.

In addition, the ideal candidate will possess extensive knowledge and/or experience in the following core competencies:

TECHNICAL EXPERTISE | MUSEUM AND COLLECTIONS MANAGEMENT

- Working knowledge of artifact/collection management and historic preservation concepts and guidelines.
- Applying knowledge of collecting and processing, permit administration and purchasing of equipment and supplies.
- Working knowledge of information technology systems used in an office setting.
- Working knowledge of maintenance and collections management as well as those used in public presentations and exhibits.
- Providing work-in-progress status updates proactively and informs others when work is completed.

LEADERSHIP & SUPERVISION

- Report writing, writing employee evaluations, and responding to park emergencies.
- Managing contract and vendor relationships.
- Anticipating problems and mitigating risks.
- Coordinating with customers when problems or conflicts occur that might impact the timely completion of work.

ORAL & WRITTEN COMMUNICATION

- Identifying and using effective communication channels and methods (e.g., presentations, electronic dissemination, social media) to work with and foster the growth of non-profit support organizations as well as managing active docent programs.

- Utilizing skill in presenting information, analysis, ideas and positions in a clear, succinct, accurate, convincing manner, appropriate for the audience.
- Communicating effectively in order to coordinate activities/programs with other agencies, parks and staff members.
- Engaging and communicating with people of all ages in recreational and educational environments.

RESEARCH & ANALYSIS

- Compiling documentation and analysis of historical artifacts and events to interpret for the public to develop and execute cultural education programs, in keeping with the vision, mission and goals of OC Parks.
- Analyzing and investigating up-to-date information from various sources and in various formats.

ORGANIZATION & PLANNING

- Coordinating with others in response to multiple, competing demands to ensure work is completed in a timely manner.
- Maintaining a high level of energy and commitment to juggle multiple tasks and priorities, and using available resources to get more done with less; all without losing focus.
- Setting, committing to, and maintaining high standards for quality work and responsiveness in providing administrative services.
- Re-adjusting priorities to respond to pressing and changing demands.

MINIMUM QUALIFICATIONS

Click [here](#) for complete classification description for Curator.

RECRUITMENT PROCESS

Human Resource Services (HRS) screens all application materials for minimum and/or desirable qualifications. After screening, candidates who meet the minimum and/or desirable qualifications will be referred to the next step in the recruitment process. All candidates will be notified via email of their status in the process.

Structured Oral Interview | SOI (Weighted 100%)

Applicants will be interviewed and rated by an oral interview panel of job knowledge experts. Each applicant's rating will be based on responses to a series of structured questions designed to elicit the applicant's qualifications for the job. Only the most successful candidates will be placed on the eligible list.

Based on the Department's needs, the selection procedures listed above may be modified. Candidates will be notified of any changes in the selection procedures.

Eligible List

Once the assessment has been completed, HRS will establish an eligible list of candidates. Candidates placed on the eligible list may be referred to a selection interview to be considered for current and future vacancies.

ADDITIONAL INFORMATION

EMAIL

NOTIFICATION:

Email is the primary form of notification during the recruitment process. Please ensure your correct email address is included in our application and use only one email account.

NOTE: User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions for which you apply.

Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders, and/or accept emails ending with "governmentjobs.com" and "ocgov.com." If your email address should change, please update your profile at www.governmentjobs.com.

FREQUENTLY

ASKED

QUESTIONS:

Click [here](#) for additional Frequently Asked Questions.

For specific information pertaining to this recruitment, contact Vanessa Rosas at (714) 480-2867 or Vanessa.Rosas@occr.ocgov.com.

EEO INFORMATION

Orange County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.



APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ocgov.com/hr>

OR

333 W. Santa Ana Blvd,
Santa Ana, CA 92701

EXAM #3028SM-0919-405 (O)

HISTORIC PARK CURATOR

VR

Historic Park Curator Supplemental Questionnaire

* 1. Please select the option below which best describes your qualifications for the OC Parks assignment of the Curator classification: ***Note: Proof of education will be required.**

Five (5) years of experience in the field of resource management, public history, historical or cultural education, historic preservation and restoration, or interpretive program development in a related field.

Three (3) years of experience in the field of resource management, public history, historical or cultural education, historic preservation and restoration, or interpretive program development in a related field AND a Bachelor's degree or higher from an accredited university or college in public history, history, social science, resource management, ecology, environmental science, forestry, biology, public administration,

recreation management or closely related field.

None of the Above

- * 2. Describe your education and experience managing historic sites and collections. **Include in your response, the institution, length of experience, and description of duties/responsibilities.**
- * 3. Describe your experience with public outreach of museum artifacts and/or cultural or historical collections. **Include in your response, the institution, length of experience, and description of job duties/responsibilities.**
- * Required Question