



**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:  
Paleontology 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**



**PALEONTOLOGY CURATOR**

**OPEN TO THE PUBLIC**

*This recruitment is being held to establish an open eligible list to fill current and future Curator vacancies within the County of Orange. The eligible list established may also be used to fill similar and lower level classifications throughout the County of Orange.*

**DEADLINE TO APPLY**

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

**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.

**OC COMMUNITY RESOURCES (OCCR)**

[OC Community Resources](#) is a multi-faceted department comprised of OC Animal Care, OC

Community Services, OC Housing & Homeless Services, OC Parks, and OC Public Libraries.

### **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.

### **COOPER LABORATORY**

The Cooper Laboratory is a curation and preparation facility for Orange County's artifacts and fossils. The lab is named after Dr. John D. Cooper, a professor emeritus of geological sciences at California State University, Fullerton, who was instrumental in creating this facility for the County of Orange Paleontological and Archaeological collections. An advocate for the collection since the early 1970s, he obtained a grant that established a curatorial framework in 1999 and volunteered his time after the funding ended until he passed away in September 2007. His legacy continues with ongoing work to curate and research the collections, as well as share their world-class riches with the people of Orange County.

### **THE OPPORTUNITY**

The Paleontology Curator is responsible for the day to day activities associated with Orange County's paleontological collections. This world-class paleontology collection include fossils as far back as the Jurassic period 180 million years ago. Notable specimens include Eocene terrestrial mammals, late Oligocene-early Miocene terrestrial mammals, and Miocene-Pliocene marine mammals. The paleontology collection features marine life that contains rare and even unique species in the fossil record, including holotypes. The collection contains ancient vertebrate mammals including whales, dolphins, seals, sea lions as well as other invertebrate species. Although rare, the collection also has a few dinosaur specimens. The land animals include horses, mastodons, mammoths, ground sloths, American lions, and other fossils from the Pleistocene. The Paleontology Curator will be responsible for developing relationships with stakeholders and partners to maximize engagement and knowledge of the paleontological collections. They will also manage contracts to perform a variety of tasks including the development of programs to promote the scientific value of the collections and provide engaging interpretive programs to the public.

The Paleontology Curator duties and responsibilities include, but are not limited to the following:

#### **Collections Management**

- Manage the paleontology collection per the direction of the Archaeo/Paleo Manager
- Ensure proper accessioning, loaning and deaccessioning of all fossils
- Oversee the collections database
- Implement best practices for preparation, curation, storage and handling of paleontology collections
- Request equipment and materials needed for proper collections methods
- Recommend and implement changes to Collections Management plans

#### **Stakeholders Collaboration**

- Identify stakeholders to promote and engage the collection
- Build professional relationships with educational and university partners

- Recruit, train and supervise volunteers
- Deliver public programs to schools, civic organizations, and government agencies
- Facilitate research investigation requests from students, faculty and partner organizations
- Advise OC Parks staff and volunteers on paleontological resources and collections throughout County park sites

#### Contract Management

- Oversee county contracts with service providers
- Communicate deficiencies from service providers with procurement staff
- Assist facility manager in obtaining contracted services and/or materials
- Identify and request needed contracted services and assist with procurement process
- Plan and implement new contracted services

#### Program Development

- Work collaboratively to develop exhibits for interpretive centers and partner institutions
- Create educational materials and activities to share with both educators and the public
- Create and implement special events to promote paleontology collections
- Develop community science programs and lecture series
- Create programs designed for various audiences using multiple types of media
- Develop research program and approval process

#### Administration

- Write routine reports summarizing paleontology collection activities
- Assist with drafting and/or editing of policies and procedures
- Submit requests for annual budget
- Assist in preparation of grant and other funding proposals

#### **DESIRABLE QUALIFICATIONS AND CORE COMPETENCIES**

The ideal candidate will possess a Master's degree or higher in Paleontology, Geology, History, Museum Studies or other related field.

The ideal candidate's application will also demonstrate extensive experience, knowledge, and ability in the following core competencies:

#### **Technical Expertise | Paleontological Collections Management**

- Master's degree or higher in Paleontology, Geology, History, Museum Studies or other related field
- Knowledge of paleontological fossil/collection management and historic preservation concepts and guidelines
- Knowledge of equipment and materials needed for proper curation
- Understand proper accessioning, loaning and deaccessioning of all artifacts

- Maintain the collections database using information technology systems used in an office setting
- Implement best practices for preparation, storage and handling of paleontology collections
- Recommend and implement changes to Collections Management plans
- Provide 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
- Manage contract and vendor relationships
- Anticipate problems and mitigating risks
- Coordinate with customers when problems or conflicts occur that might impact the timely completion of work.

### **Oral & Written Communication**

- Identify and use 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
- Utilize skills in presenting information, analysis, ideas and positions in a clear, succinct, accurate, convincing manner, appropriate for the audience
- Communicate effectively in order to coordinate activities/programs with other agencies, parks and staff members
- Engage and communicate with people of all ages in recreational and educational environments

### **Research & Analysis**

- Compile 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
- Analyze and investigate up-to-date information from various sources and in various formats

### **Organization & Planning**

- Coordinate with others in response to multiple, competing demands to ensure work is completed in a timely manner
- Maintain 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
- Maintain high standards for quality work and responsiveness in providing administrative services
- Adjust to priorities to respond to pressing and changing demands

## **MINIMUM QUALIFICATIONS**

Please click [here](#) to view the minimum qualifications for **Paleontology Curator**.

## **RECRUITMENT PROCESS**

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

### **Structured Oral Interview | SOI (Weighted 100%)**

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

**Based on the Department's needs, the selection procedures 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 selection interview to be considered for present 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](http://www.governmentjobs.com).

### **FREQUENTLY ASKED QUESTIONS:**

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

**Questions?** For specific information pertaining to this recruitment, contact **Freddy Jimenez** at **714-480-2863** or by email at [Freddy.Jimenez@occr.ocgov.com](mailto:Freddy.Jimenez@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)

PALEONTOLOGY CURATOR

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### **Paleontology Curator Supplemental Questionnaire**

- \* 1. Which of the following best describes your work experience in the field of paleontology, geology, resource management, public history, historical or cultural education, historic preservation and restoration, or interpretive program development in a related field. **NOTE: A bachelors degree in paleontology, geology, public history, history, social science, resource management, ecology, environmental science, forestry, biology, public administration, recreation management or closely related field may substitute for two (2) years of the required experience. \*Proof of education will be required.\***
- Five (5) or more years of professional work experience
  - Three (3) or more years of professional work experience and a bachelor's degree in a related field noted above
  - No directly related experience or education
- \* 2. Do you possess a Master's Degree or higher in Paleontology, Geology, History, Museum Studies or other related field? **\*Proof of education will be required.\***
- Yes
  - No
- \* 3. Please describe your education and experience curating paleontological collections. **Your response should include your employer, job title, level of responsibility and length of time in the position.** If no experience, please write, "N/A".
- \* 4. Please describe your experience with public outreach of museum artifacts, cultural, paleontological, and scientific collections. **Your response should include your employer, job title, level of responsibility and length of time in the position.** If no experience, please write, "N/A".
- \* Required Question