

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission

3. Service

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

☐ Redescription
☐ Reestablishment☐ New
☒ Other☐ Hdqtrs ☒ FieldExplanation *(Show any positions replaced)*NPS Standard Position Description
Resources Careers

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive☐ Excepted *(Specify in Remarks)*☐ SES (Gen.) ☐ SES (CR)

11. Position is

☐ Supervisory☐ Managerial☒ Neither

12. Sensitivity

☒ 1-Non-Sensitive☐ 2-Noncritical Sensitive☐ 3-Critical☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

*R28

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

Museum Curator

GS

1015

11

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position *(if different from official title)*

Museum Curator

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

National Park Service

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

Signature of Employee *(optional)*

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

J. LYNN SMITH
HUMAN RESOURCES PROGRAM MANAGER

Signature

Date

JUN 30 1999

22. Position Classification Standards Used in Classifying/Grading Position

See Classification Evaluation Statement for Standards Used to Grade this Position.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee *(optional)*

b. Supervisor

c. Classifier

24. Remarks *Agency Use Code should be entered in FPPS as last three spaces of position allocation number.

25. Description of Major Duties and Responsibilities *(See Attached)*

NATIONAL PARK SERVICE BENCHMARK POSITION DESCRIPTION

Museum Curator GS-1015-11

Introduction

The incumbent serves as a museum curator for one or more parks or offices. The purpose of this position is to provide direction over extensive museum collections and carry out responsibilities in the four museum functions of collections, exhibits, research, and education. Professional fields of studies and expertise must be pertinent to the parks resources and themes.

Major Duties (80-100%)

Provides overall professional and technical direction for the museum collection program, plans for and develops recommendations for programming priorities of all museum management functions, and ensures that NPS and professionally recognized procedures are applied in all operations. The collections cover any one or a combination of disciplines, including archeology, ethnology, history, archives, biology, geology, and paleontology.

Represents the superintendent when working with others on museum matters. Develops and maintains liaison and effective working relations with related groups and individuals, agencies, and the public. Attends management and professional conferences and other events for the purposes of exchanging information and advancing advocacy for park stewardship.

Consults with all divisions to assure the park's compliance with legislative requirements and NPS policy dealing with preservation of museum objects and, as required, with other cultural and natural resource management concerns. As appropriate and in compliance with law and policy, consults with cultural groups (e.g., tribes) on the management of collections in which they have an interest.

Ensures development and implementation of all required museum collection programs and plans in compliance with the NPS museum property accountability rules and procedures as described in NPS-28 Cultural Resources Management Guideline, NPS-77 Natural Resources Management Guideline, NPS Museum Handbook, and other publications as applicable.

Consults with the resources division and support office cultural and natural resources personnel to ensure that compliance and long-term preservation concerns related to the historic structures, archeological sites, and natural components within the unit are properly considered as they relate to museum management. Is responsible for or makes significant contributions to the preparation of historic preservation documentation, compliance and background materials as required by Section 106 and Section 110 of the National Historic Preservation Act (NHPA), Native American Graves Protection and Repatriation Act (NAGPRA), National Environmental Policy Act (NEPA), NPS Management Policies, NPS-28 Cultural Resources Management Guideline, and NPS-77 Natural Resources Management Guideline for all park undertakings. Recommends, plans for, and executes collections research required to meet NHPA, NAGPRA, NPS guidelines, and the research needs of the park. Reviews projects initiated by park staff and makes recommendations for approval to park managers.

Cooperates with and assists other units to address museum collections management issues.

Negotiates cooperative and interagency agreements and other cooperative instruments needed to effectively carry out museum goals. Serves as Contracting Officer's Technical Representative for projects conducted through contracts, interagency agreements, and cooperative agreements.

Directs the activities of the unit's library, if applicable.

May develop strategic plans, work plans and schedules, project statements, scopes of work, cost estimates, and proposals to justify funding requests and accomplish goals. Maintains awareness of applicable funding sources within NPS and outside. Tracks use of funds and prepares accomplishment reports.

May represent park on NPS regional or national task groups or similar organizations. Makes presentations in parks, public gatherings, and professional meetings.

May supervise seasonal, temporary, permanent, VIP, and other personnel, but less than 25% of the time.

Collections. Recommends acquisitions to the superintendent according to the scope of collections statement. Seeks acquisition of needed objects consistent with available funding, the park's scope of collection statement, and collection management plan, including location of sources, ordering, and encouragement of donations to enhance the acquisition program. Systematically deaccessions unneeded holdings, following established Service policies.

Accessions and catalogs objects, verifying the accuracy of information in collection records and files. Annually inventories collections. Maintains all record keeping and documentation for museum collections.

Maintains automated collections management data using Servicewide systems and according to Servicewide standards. Develops reports, provides interpretive and reference services, and analyzes inventory and monitoring data, using automated systems.

Organizes the collections and maintains proper preservation, security and fire protection, collection storage, and research laboratory conditions. Monitors, controls and maintains the environment for collections, including light, temperature, relative humidity, and air quality, and manages an integrated pest management program.

Monitors and prepares programs for use of the collections, including research, loans, reference services, enforcement of use policy, and evaluation of collection-related research requests.

Seeks the services of a conservator to assess conditions and provide treatments. Provides recommendations and makes decisions regarding long-term conservation needs, either in-house or through contract, and provides plans for meeting these needs.

Advises on preservation techniques and the removal of artifacts and specimens from the field.

Works with records manager to identify official and non-official records. Provides authoritative technical direction for management of the park's archives including, but not limited to, maps, notes, data records, photographic materials, plans, corporate archives, family papers, and resource management records.

Exhibits. Plans and implements proper curatorial procedures for on-site and outside exhibits. Implements procedures to preserve and protect objects while on exhibit.

Researches content documentation for exhibits. Participates in developing exhibit plans. Plans and executes small on-site and travelling exhibits. Provides assistance or support to identify exhibit needs, and develops project statements to support exhibit development. Works with other park staff and Harpers Ferry Center in support of exhibit implementation. Provides research and research support for exhibit development. Reviews exhibit plans, developed by others for content, preservation, and security.

Research. Performs work in one or more of the three categories of research integral to the work of a museum curator. The three categories are: “scholarly” research which contributes to the sum of mankind’s knowledge; “technical” research which is the study and innovation necessary to restore and preserve specimens, artifacts, or objects of the collection; and “applied” research which refers to all the investigation, collection and arrangement of information necessary to support the educational and public service responsibilities of the museum.

In the case of “scholarly” research, the results frequently appear in publications as scholarly articles in appropriate professional journals. In the case of “technical” research, if the results are significant, they may be published as technical articles; but often the results of the research are used directly in solving the problem with the artifact or collection that required the research. In the case of “applied” research, the results are often the correct labeling and explanatory material that accompanies the exhibits, the synthesizing of information to answer public inquiries about the exhibit or artifact, the correct identification of an artifact or specimen, or the incorporation of the material into popular publications, articles and pamphlets. Often the results of any of the types of research are published in reports about the collection and artifacts.

Conducts research necessary to identify and/or authenticate museum objects, to obtain necessary catalog data, and to develop new techniques for collection preservation. Researches identification, authentication, dates, provenance, historical and scientific data, legal (e.g., copyright), and other information as required for the collections and for individuals and organizations when requested.

Education. Assists in the general visitor services program of the unit when called upon. As appropriate, develops interpretive and educational programs using the museum collections.

Assists in the development of cluster-wide and other curatorial training programs. Develops and conducts curatorial training courses.

Participates in professional meetings and seminars concerning museum and historic preservation fields.

Factor 1. Knowledge Required by the Position Level 1-7; 1250 points

Knowledge of NPS planning and management requirements and guidelines so that plans result in programs that provide adequate long-term protection for resources.

Comprehensive knowledge of the full range of National Park Service and professional museum management policy.

Thorough knowledge of the science and art of museum management, including collection management, museum records, specimen classification, cataloging, repository procedures, and detailed familiarity with the preservation and protection of a wide range of museum objects in a variety of circumstances.

Knowledge of management of objects, specimens, and archives for all disciplines represented in the park's collections. If applicable, must have knowledge of issues pertaining to Native Americans or other cultural groups to which the collections pertain.

Ability to conceptualize, develop, and implement long- and short-term budgetary plans for museum collection management, including but not limited to, meeting requirements of storage, research, exhibition, preservation, protection, interpretation/education, and collection growth.

Basic knowledge of program management and administration of budgets, contracts, and personnel.

Experienced in evaluating the impact of proposed research on the museum collection.

Familiar with professional museum, archives, and library operational standards.

Experience and basic skills in photography, care, and conservation of the materials necessary to manage and maintain the museum's photographic collection, and to provide technical guidance for the management/maintenance of other photographic resources.

Some experience with the concepts of exhibit design and preservation of objects on exhibit.

Experience in public contact and reference services.

Ability to conceptualize, develop, and manage complex programs and to create innovative solutions to problems insoluble through the application of traditional solutions.

Comprehensive knowledge of the various museum-related professional organizations and the ability to direct or adapt this resource to the solution of NPS museum concerns and problems. Must adhere to professional codes of ethics established by professional organizations in museum management and related disciplines.

Ability to conduct complex research necessary to identify and authenticate museum objects and to develop new techniques for collections management, preservation or conservation.

Comprehensive knowledge of the technical literature and media concerning all aspects of museum work, and the ability to employ a broad range of instructional techniques and media to communicate this knowledge to NPS personnel.

Knowledge of advanced computer skills to apply to large information management system for collections. Must have basic knowledge of NPS natural and cultural resources databases and inventories.

Ability to prepare and direct the preparation of plans, reports, studies, proposals, and evaluations of collection management.

Ability to make oral presentations to professional and public groups on museum collections management and the collection types represented by the unit's collections.

Factor 2. Supervisory Controls Level 2-4; 450 points

The supervisor sets the overall goals and resources available. Guidance is provided only to determine priorities, approve work plans, and assist in working through unprecedented situations that have a bearing on the overall program.

The incumbent is expected to plan, design, implement, and manage the program with a minimum of direct supervision. The incumbent resolves most problems that arise and coordinates the work both within the work unit and with other park divisions. Independent judgement is required on a regular basis in developing, testing, and refining procedures and methods, and in the application of these methods in the field. The incumbent is expected to independently design and carry out specific projects and assignments to their completion. The incumbent keeps the supervisor informed of progress, potentially controversial problems, and concerns, issues or other matters having far-reaching implications. The supervisor evaluates the completed work based on general adequacy in meeting program or project objectives, expected results, and compatibility with other work.

Factor 3. Guidelines Level 3-3; 275 points

Guidelines include laws, regulations, policies, scientific protocols, plans, procedures, and any additional directions given and defined by the supervisor. Although available, they are not completely applicable to the work or have gaps in specificity. The employee uses judgement in interpreting and adapting guidelines for specific cases or problems, then analyzes results to recommend changes.

Sound judgement must be exercised in the performance of duties where gaps in specificity or conflicts among guidelines occur. The incumbent uses judgement in determining which appropriate alternatives should be used, and in interpreting and adapting guidelines for application to specific situations or problems. The incumbent is expected to know when work is precedent setting, affects policy, and requires supervisory review, or needs review at a higher level of expertise within the relevant discipline.

Factor 4. Complexity Level 4-4; 225 points

Curatorial functions require the care and maintenance of a large number of diverse objects at multiple locations within the National Park Service. A wide variety of broad professional and technical functions (collection, exhibits, research, and education) involving a complex array of management tasks is needed for the job. The work includes varied duties that require many different and unrelated process and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. Many decisions are made concerning such things as interpretation of considerable data, planning the work or refinement of the methods and techniques to use.

Collection objects are diverse, requiring differing environments, treatments, and repository conditions. The incumbent must also identify a wide variety of objects from different disciplines. Identification and

authentication of collection items are usually dependent upon available precedent.

Exhibit planning and design functions include background research and suggestions, and development of exhibits scripts and documentation.

Research assignments are usually projects of limited scope with readily identifiable objectives. They may be small independent studies, or they may represent a segment of a large structure of related investigations; in either case they are expected to result in a publishable addition to the body of knowledge related to the field of inquiry, or to a comparable contribution to the development of new and recognizably improved technique for the preservation or restoration of valuable and/or rare collection material. Research usually builds on a foundation of earlier scholarship which developed basic theory and principles.

The education/public service function typically includes docent activities and talks or lectures within museum exhibit areas, and routine correspondence providing informational material. Technical advice is regularly provided to NPS employees and outside agencies including local historical societies and other government agencies. Aid to researchers requires close personal attention to protect the objects and to afford the researchers adequate benefit from the materials and related documentation.

Factor 5. Scope and Effect Level 5-3; 150 points

The core long-term mission of the agency in all NPS units is the preservation and effective management of the natural and cultural resources for which the park was established. The skill, efficiency, and dedication of the incumbent directly affects the status of the extensive collection of cultural and natural resources and references. The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The product or service affects the design or operation of programs, and the adequacy of activities such as field projects or research conclusions. Successful accomplishment of the duties ensures the preservation of an important segment of the natural and cultural heritage of the nation, and thus affects a large number of people on a continuing basis. Cooperation with other organizations in the museum world results in increased favorable public awareness of the role of the NPS.

Collections are significant in size and scope and include multiple disciplines. The incumbent must be familiar with specialized policies, procedures, and ethics for managing each collection type as well as current professional issues in each discipline. Collections activity includes frequent acquisitions, ongoing cataloging or refinement of documentation, use of collections in multiple and changing exhibits, multiple weekly reference requests, and multiple loans at any given time.

Factor 6. Personal Contacts Level 6-3; 60 points

Internal contacts are regularly made with all levels of employees in parks, support and central offices, and regional offices in cultural and natural resources management, interpretation, and museum services. Outside contacts include staff of the American Association of Museums, individual museum personnel throughout the nation, tribal or cultural group representatives, researchers, dealers, schools, organizations, and private donors. Contacts are typically not established on a routine basis, and the role and authority are identified and developed during the course of the contact.

Factor 7. Purpose of Contacts Level 7-2; 50 points

The purposes of contacts are to provide professional advice to managers and other staff; to aid in carrying out resources management program direction and policy; to direct museum collection management activities; to exchange technical data; to insure compliance with laws and regulations; to strengthen the professional level of museum management work; to arrange for use of unit resources in outside exhibits; to seek assistance in carrying out the museum management program; to train; to motivate or influence others in matters pertaining to the management of museum objects, collections, and programs; and to secure cooperation for park programs from other agencies, individuals or interest groups.

Factor 8. Physical Demands Level 8-2; 20 points

The work requires mental alertness, better than average manual dexterity, and mobility. Although primarily sedentary, inspections and operations evaluations involve activities demanding a certain amount of exertion such as walking, climbing, crawling, lifting of heavy objects, bending, stooping, and reaching. Working with collections can involve prolonged exposure to hazardous materials and equipment. Working with lighting systems, environmental control systems, and alarm systems can involve exposure to electrical current and the use of power tools with physical hazards. The work entails the ability to concentrate for long periods of time.

Factor 9. Work Environment Level 9-1; 5 points

Most of the work is performed in an office and storage or laboratory facility. Frequent visits are made to the library, visitor center, and other museums in the park. The incumbent makes occasional field trips to the backcountry. Some travel to other facilities and museums, as well as to training and professional meetings is required.

Total Points 2485

Resources Careers