

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission					3. Service					4. Employing Office Location					5. Duty Station					1. Agency Position No.																								
☐ Redescription ☐ Reestablishment					☐ New ☒ Other					☐ Hdqtrs ☒ Field										6. OPM Certification No.																								
Explanation (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 (CRI)					11. Position Is ☐ Supervisory ☐ Managerial ☒ Neither					12. Sensitivity ☒ 1--Non-Sensitive ☐ 3--Critical ☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive					13. Competitive Level Code 14. Agency Use *R58																			
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 Technician										GS					1016					07														
d. First Level Review																																												
e. Recommended by Supervisor or Initiating Office																																												
16. Organizational Title of Position (if different from official title)															17. Name of Employee (if vacant, specify)																													
Museum Technician																																												
18. Department, Agency, or Establishment															c. Third Subdivision																													
Department of the Interior																																												
a. First Subdivision															d. Fourth Subdivision																													
National Park Service																																												
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 _____															Signature _____																													
Date _____															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.															22. Position Classification Standards Used in Classifying/Grading Position																													
Typed Name and Title of Official Taking Action															Museum Specialist and Technician Series, GS-1016, 12/61; Library Technician Series, GS-1411, 10/93; Primary Standard, TS-107, 08/91.																													
J. LYNN SMITH HUMAN RESOURCES PROGRAM MANAGER															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.																													
Signature _____															Date _____																													
JUN 30 1999																																												
23. Position Review										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 Technician GS-1016-07

Introduction

The incumbent serves as a museum technician located at a museum facility in a National Park Service organization. The purpose of the position is to perform a full range of complex curatorial support work in a museum.

Technician work is typically associated with and supportive of a professional field; work may involve substantial elements of the work of the professional field, but requires less than full knowledge of the field involved. This position is intended to report to a specialist or resources manager in the same or a related field. If the incumbent is not supervised by a professional specialist (i.e., an archivist or curator), then technical direction must be obtained from a specialist in a central office or center.

The position is distinguished from similar positions at the GS-06 level in the following ways: assignments require that the incumbent have greater knowledge, experience, and judgment in order to complete a variety of conventional projects of relatively limited scope; independently resolve problems for which precedents exist; select, from several alternatives, the most appropriate course of action for planning and executing work; and apply a wide range of conventional methods and solutions to new situations. As a result, the position has a broader scope and effect; unlike lower-graded positions, this position directly affects the design, operation, and adequacy of cultural resource activities.

Major Duties (80-100%)

Identifies, independently sorts, and classifies objects that are similar to previously identified objects. Catalogs museum objects and enters cataloging data into the designated NPS catalog program.

Handles, cleans, stores, and labels objects in the permanent collection. Performs routine cleaning, stabilization, or preservation of artifacts whose treatment does not require a high degree of specialization. Makes recommendations for the care of museum collections.

Implements housekeeping schedules and oversees the housekeeping work of other museum or maintenance staff. Provides daily and cyclical cleaning and monitoring of artifacts in accordance with standard operating procedures. Reports object deterioration, damage, movement, or theft to the supervisor. Cleans and monitors public areas, exhibition spaces, and artifact storage areas.

Processes incoming and outgoing loans in accordance with NPS standards for

insurance, security, and environment. Ensures proper handling, exhibition, packing, and return of loan objects. Ensures that all loan agreements, renewal forms, insurance certificates, shipping papers, and related documentation are completed and properly signed.

Maintains museum records, including accession, catalog, and loan records, in accordance with NPS standards. Completes the accession of new objects and insures that required paperwork and files are complete. Updates standard operating accession procedures as needed and instructs other staff and

volunteers in their use. Conducts or assists others to conduct the annual inventory of museum collections and contributes as required to the annual Collections Management Report.

Monitors the environment of the collection storage and exhibit areas by keeping records on temperature, relative humidity, and pest infestation. Compiles climate data into summaries, charts, and reports. Maintains the condition of the storage room monitoring equipment. Reports on the physical conditions of storage and exhibit areas, and keeps track of museum supplies and equipment needed for the operation of environmental monitoring equipment and the care of the museum collection.

Assists with the design, installation, repair, and rehabilitation of exhibits.

Serves as team member, and at times a team leader, on curatorial projects such as the elimination of cataloging backlogs; organization of photograph and archival collections; production of finding aids and location guides; photo documentation of collections; and the reorganization of storage areas. Recommends appropriate methodology and procedures to accomplish projects. Instructs others in appropriate techniques and procedures. Monitors day-to-day work on projects. Prepares progress reports for the supervisor.

Responds to personal, phone, and mail inquiries regarding the museum collection. Assists NPS staff, visiting museum professionals, and researchers by locating, retrieving and obtaining information on museum collections. Oversees the work of interns and volunteers in storage areas and in cataloging the museum collection. Gives specialized tours or talks dealing with the museum collection, museum storage, and exhibits.

Performs a variety of clerical operations in support of the museum. This may include, for example, handling office records and correspondence and managing computer equipment, including hardware, software, and databases. Also inventories and orders supplies, locates sources for supplies that meet museum quality standards, and checks deliveries to ensure that supplies do meet standards.

Factor 1. Knowledge Required by the Position Level 1-5; 750 points

Substantial practical and technical knowledge of the methods, procedures, and technology of museum collections management and procedures specific to the NPS, and the skill to apply that knowledge with only general supervision in order to solve practical problems in a wide range of functions.

Familiarity with object preservation techniques including handling, cleaning, environmental controls, maintenance, storage, installation, packing, and security.

Knowledge of cataloging and record keeping systems needed for proper control of museum collections.

Knowledge of field and laboratory methods in order to apply field notes and data to museum records and to preserve the provenance for objects.

Knowledge of database management, word processing, and specialized software programs essential to object cataloging, management, and reference.

General knowledge of history, archeology, ethnography, biology (or etc.) as it relates to and is represented by the museum collection.

Skill in using basic hand tools using prescribed safety precautions.

Knowledge of research methods and ability to conduct research.

Ability to communicate information in a clear and concise manner in order to update/develop procedures, respond to requests for information, and perform museum tours.

Factor 2. Supervisory Controls Level 2-3; 275 points

The supervisor defines objectives, priorities, and deadlines for assignments, and provides assistance on the more complex assignments. The incumbent is relied upon to use cumulative experience and training in making judgments and in planning phases of work, and is expected to exercise initiative and independent judgment. Completed work is reviewed for appropriateness and technical soundness. Methods are not typically reviewed in detail.

Factor 3. Guidelines Level 3-2; 125 points

Guidelines include the NPS Museum Handbook, related user manuals for automated systems, NPS-28 Cultural Resources Management Guideline and other manuals, directives, policies, software user manuals, and general guidelines such as statements from the American Association of Museums. The incumbent uses considerable judgment in selecting and applying the proper guidelines to be used, and must adapt

or improvise to adapt to unusual situations.

Factor 4. Complexity Level 4-3; 150 points

The work involves performing a broad range of duties (e.g., identifying, sorting, cataloging, cleaning, storing, exhibiting, etc.), each of which involves different and unrelated procedures and methods. Each function may involve a variety of possible actions. The incumbent evaluates each situation and identifies and considers interrelationships in order to select the most appropriate methodology from among several alternatives.

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

The purpose of the position is to perform complex museum support work. Accurate identification of objects, proper record keeping, and careful preservation and storage affect the future use of objects for research and interpretation

Factor 6. Personal Contacts Level 6-2; 25 points

Contacts are with co-workers; other NPS museums, central offices, and centers; cooperating agencies and institutions; vendors and suppliers; and the general public in a moderately structured setting.

Factor 7. Purpose of Contacts Level 7-1; 20 points

The purpose of contacts is to obtain, relay, and exchange information.

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

The work is partially sedentary with prolonged standing, walking, and bending often required. Heavy items (e.g., boxes up to 50 pounds) must be lifted or moved frequently.

Factor 9. Work Environment Level 9-2; 20 points

Most of the work is performed in a museum environment of exhibit and storage areas, workroom/laboratory, and offices. Occasional work with materials which are dusty or stored with protective chemicals may require the use of dust masks, gloves, or other protective devices.

Resources Careers

POSITION EVALUATION STATEMENT

Title, Series, and Grade: Museum Technician, GS-1016-07

Standards Used: Museum Specialist and Technician Series, GS-1016, 12/61

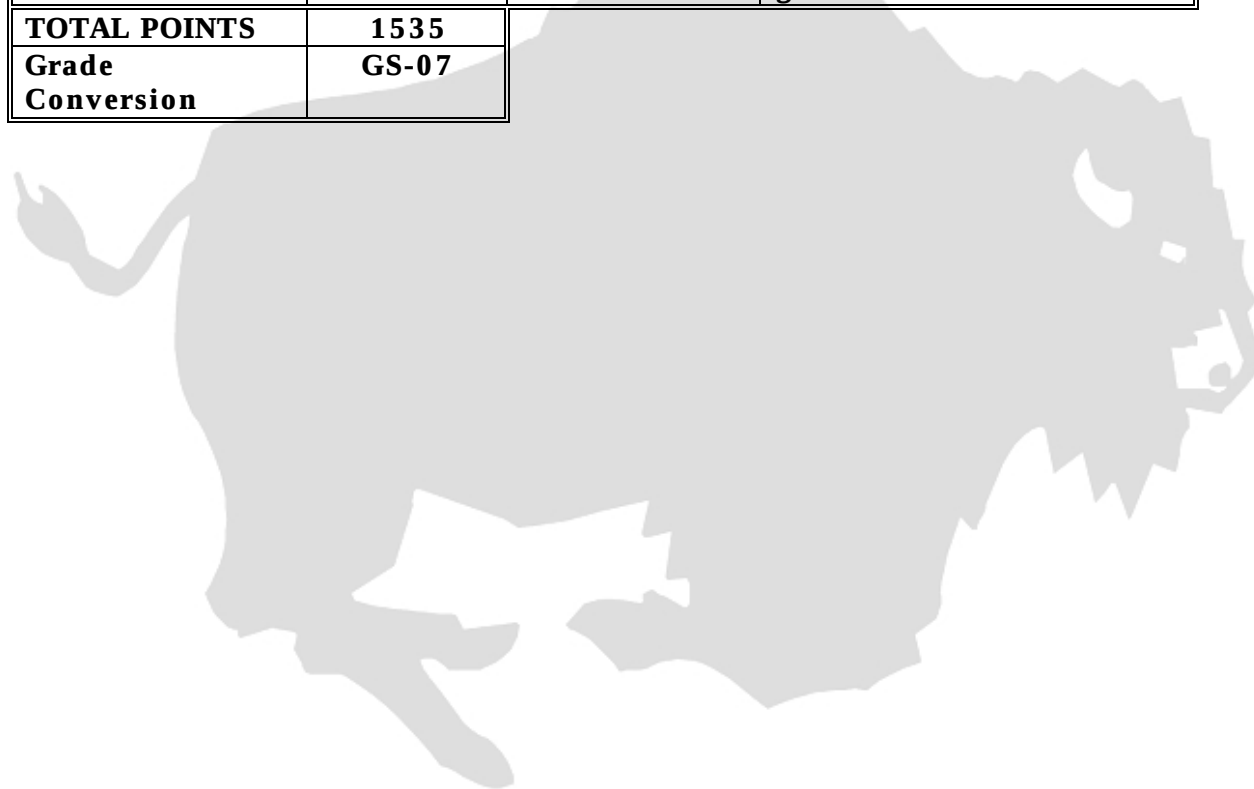
Library Technician Series, GS-1411, 10/93

Introduction to the Position Classification Standards, Appendix 3,

Primary Standard, TS-107, 08/91

EVALUATION FACTORS	POINTS ASSIGNED	FACTOR LEVEL	COMMENTS
1. Knowledge Required	750	1-5	Knowledge of standard, professionally accepted techniques and methods of museum collection to perform complex support work.
2. Supervisory Controls	275	2-3	Supervisor assists with unusual situations; incumbent plans and carries out steps; work reviewed for appropriateness and technical soundness.
3. Guidelines	125	3-2	Incumbent must choose the most appropriate from several guidelines; makes minor deviations.
4. Complexity	150	4-3	Work involves various duties with different and unrelated procedures and methods in support of major museum functions; incumbent identifies problems, considers precedents, and recognizes differences, similarities, and interrelationships before choosing an approach.
5. Scope and Effect	150	5-3	Work directly affects the museum's ability to meet present and future client needs effectively.
6. Personal			Contacts with general

Contacts	--	2	public in moderately structured setting.
7. Purpose of Contacts	45	A	Exchange information.
8. Physical Demands	20	8-2	Prolonged standing, bending, and lifting.
9. Work Environment	20	9-2	Work with chemicals requires use of protective gear.
TOTAL POINTS	1535		
Grade Conversion	GS-07		



Resources Careers

Parenthetical Titles: Please select the appropriate specialization below and add it to the position title on the OF-8, e.g., Museum Technician (Anthropology). If there is more than one specialization, use the parenthetical title of “General”. The parenthetical title must be added to the basic position title, which will also aid in recruiting for this position.

_____ **ANTHROPOLOGY:** Includes work with collections of the material remains of past human life and activities, such as human fossils, relics, artifacts, monuments, etc., and to the science of man in relation to his physical character, distribution, peculiarities, origin, classification, relationship of races, environmental and social relations, and culture.

_____ **ART:** Includes work with collections of works of art and the study of individual artists, various schools of art, and the tools and techniques employed in the production of art works. Included in this subject-matter area are fine arts and decorative arts. Works of art includes paintings, sculpture, ceramics and glass, furniture, and creations in many other media.

_____ **GEOLOGY:** Includes work with records, specimens, and organic and inorganic materials which treat of the history of the earth and its life as recorded in rocks, etc. and with the life of past geologic periods, both vertebrate and invertebrate, as preserved in fossil forms.

_____ **HISTORY:** Includes work with collections of objects and memorabilia which relate to historical events and to the persons who figure prominently in them. Included in this subject-matter area are civil and political history, military and naval history, economic history, cultural history, history and science of numismatics and philately, etc.

_____ **TECHNOLOGY:** Includes work with the records, objects, specimens and materials which pertain to technological and scientific advances and to the inventors and scientists who have made outstanding contributions to progress. Included in this subject-matter area are exhibits related to mechanical engineering, transportation, textiles, leather, wood technology, agriculture, medicine and public health, crafts, manufacturing, photography, industry, and other areas of a scientific or technologic character.

_____ **GENERAL:** Includes activities where the required knowledges cut across several subject-matter fields, or where work does not logically fit into any of the other specializations provided.