

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**HISTORIAN MANAGER**

**JOB DESCRIPTION**

Employees in this job serve as managers, overseeing a variety of historical work including the study, preservation, analysis, interpretation, and presentation of Michigan history and historical artifacts at a historical agency. General methods and procedures are available but may not be fully applicable to overseeing human and material resources; therefore, the employee must exercise considerable independent judgment in adapting and applying guidelines to specific situations. The work requires knowledge of the policies, procedures, and regulations associated with history programs, and supervisory techniques, personnel policies, and procedures.

There are four classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

**Position Code Title – Historian Manager-1**

Historian Manager 12

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

**Position Code Title – Historian Manager-2**

Historian Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

**Position Code Title – Historian Manager-3**

Historian Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

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### **Position Code Title – Historian Manager-4**

#### **Historian Manager 15**

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

#### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Monitors and evaluates program and organizational performance to assess efficiency and effectiveness.

Develops work standards for volunteers and oversees volunteer work assignments.

Reviews resumes of job candidates, prepares and conducts hiring interviews, and selects the most qualified candidate.

Initiates primary source research for exhibits and prepares and oversees installation of museum exhibits; writes storylines for exhibits.

Develops and presents tours, lectures, and demonstrations; provides information and assistance to researchers and other professional historians.

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Performs independent research to evaluate the origin, authenticity, heritage, and esthetic, archival, and historical value of documents, artifacts, and historic sites, and makes recommendations regarding their preservation or disposition.

Plans and develops museum education programs, using a variety of educational methods and techniques, to build museum visitors' appreciation of aspects of Michigan history.

Researches primary and secondary sources of historical data to verify accuracy of information and to gather information for articles.

Participates in the accessioning and exhibition of historical artifacts and primary records of permanent value.

Writes, produces, or oversees preparation of audio-visual and other educational materials dealing with aspects of Michigan history for use by teachers and other educators.

Serves as staff liaison to museum organizations.

Selects, administers, and documents progressive and corrective disciplinary measures.

Performs related work as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the 12 level and thorough knowledge is required at the 13-15 levels.

Knowledge of training and supervisory techniques.

Knowledge of personnel policies, procedures, laws, and regulations.

Knowledge of equal employment opportunity policies and procedures.

Knowledge of the methods of historical research.

Knowledge of primary sources of regional historical research materials.

Knowledge of historiography.

Knowledge of the proper techniques for handling, caring for, evaluating, and preserving historical artifacts.

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Knowledge of the methods and procedures of accessioning and cataloging museum artifacts.

Knowledge of the National Register of Historic Places program.

Knowledge of procedures and processes involved in editing, layout, and printing of publications.

Knowledge of methods and techniques used in museum education or history appreciation programs and activities.

Knowledge of Michigan history.

Knowledge of community preservation organizations.

Knowledge of archival principles, concepts, and practices relating to the arrangement and description of records.

Knowledge of American architectural styles and history.

Ability to instruct, direct, and evaluate employees.

Ability to evaluate, interview, and select qualified job candidates.

Ability to organize, coordinate, and oversee activities of a work area.

Ability to conduct, synthesize, and interpret historical research.

Ability to write articles for publication in professional journals.

Ability to orally communicate ideas and information effectively.

Ability to maintain favorable public relations.

### **Working Conditions**

None.

### **Physical Requirements**

None.

### **Education**

Possession of a master's degree in history, art history, museum studies, anthropology, American studies, architecture, architectural history, urban planning, library/information science, historic preservation, or archival management.

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**Experience**

**Historian Manager 12**

Three years of professional, post-master's experience equivalent to an Historian, including one year of equivalent to an Historian P11.

**Historian Manager 13**

Four years of professional, post-master's experience equivalent to an Historian, including one year equivalent to an Historian 12.

**Historian Manager 14**

Five years of professional, post-master's experience equivalent to an Historian, including one year equivalent to a Historian 13.

**Historian Manager 15**

Six years of professional, post-master's experience equivalent to an Historian; including four years equivalent to an Historian P11, three years equivalent to an Historian Manager 12, two years equivalent to an Historian Manager 13, or one year equivalent to an Historian Manager 14.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

HISTORMGR

**Job Code Description**

Historian Manager

**Position Title**

Historian Manager-1  
Historian Manager-2  
Historian Manager-3  
Historian Manager-4

**Position Code**

HISTMGR1  
HISTMGR2  
HISTMGR3  
HISTMGR4

**Pay Schedule**

NERE-139  
NERE-142  
NERE-146  
NERE-155