

ASSISTANT MANAGER CROSSROADS VILLAGE & HUCKLEBERRY RAILROAD

GENERAL STATEMENT OF DUTIES: Performs a variety of administrative and supervisory duties that are required in the daily operation of Crossroads Village and Huckleberry Railroad; works under the supervision of the Manager of Crossroads Village and Huckleberry Railroad; performs other related duties as required.

STATEMENT OF TASKS:

Supervises paid and volunteer staff;
Coordinates a variety of functions including training, scheduling, evaluations etc.;
Recommends, plans, implements and evaluates daily historical interpretive programs and other related educational activities;
Prepares grant applications related to Crossroads Village;
Interacts with the public and is involved with public relations activities;
Recommends budget expenditures and maintains control of adopted budgets;
Handles large sums of money, village and railroad security, public and employee safety, and overall operations that occur at Crossroads Village and Huckleberry Railroad;
Serves as liaison with contractors working at the village;
Prepares reports and maintains records as required.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of historical interpretive programming and techniques and the ability to interpret them at a living history village;
Ability to consistently interact with the general public, concessionaires and staff with a courteous demeanor and attitude;
Ability to create special events and the skill to stage those events in a historical village/railroad setting;
Knowledge of general business operations and organizational behavior and the ability to apply this knowledge to daily operations;
Ability to supervise and motivate employees;
Knowledge of communication techniques and the ability to effectively use them for the creation of interpretive programs, during business activities and for public relations programs;
Ability to understand, follow or prepare complex oral or written directions;
Ability to use computers and software related to business, historical or museum applications;
Ability to maintain good interpersonal relations;
Ability to attend work regularly and work under stressful conditions.

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MINIMUM QUALIFICATIONS:

Bachelor's degree in parks and recreation, education, American history, historical interpretation, marketing, public administration or business administration and one (1) year of experience in management, historical interpretation, education in American history, museum management or docent, or tourism;

OR

Five (5) years experience in management, historical interpretation, education in American history, museum management or docent, or tourism.

OTHER REQUIREMENTS:

Valid driver's license;

Willingness to work an irregular work schedule, which includes holidays, weekends and evenings as directed;

Willing to wear a uniform or costume as required.

Established: March 23, 1999


Personnel Director