

Bioscience Collections Specialist(DCA #4769)

Salary	\$28,766.40 - \$50,044.80 Annually
Location	Albuquerque, NM
Job Type	Permanent
Job Number	2018-00869
Agency	Department of Cultural Affairs
Closing	3/08/2018 11:59 PM Mountain

Job Description

Purpose of Position:

Why does the job exist?

The position will be responsible for the maintenance and management of the Bioscience collections by providing expert physical care, providing access to collections through loans for visitors and responding to inquiries in their area of expertise. This position will also contribute to exhibitions and public programs, work closely with curators in the department and maintain an electronic database of all specimens in the collection and associated metadata.

How does it get done?

The position will manage the Biological collections to maintain organization and care of specimens in accordance with established professional museum standards and provide information on and access to the collections for biological researchers. The position will also prepare and catalog biological specimens and maintain up-to-date electronic database in accordance with accepted museum standards. This position will also conserve biological specimens and participate in the integrated pest management (IPM) program throughout the Museum to maximize care of specimens and minimize use of toxic chemicals. Incumbent will participate in museum public programs related to biological collections to educate the public about the value of biological collections and facilitate research use of Museum biological collections. The collection specialist may also be involved in field collecting of specimens in coordination with curators, students or volunteers at the museum.

Who are the customers?

This position will serve museum visitors and researchers who are interested in the collections.

The Ideal Candidate:

The ideal candidate has experience working with the following:

- Electronic Databases
- Museum Exhibits
- Public Programs
- Museum collections' management, care and documentation

Interviews are anticipated to be conducted within two weeks of closing date.

This position is a Pay Band 60.

Classification Description

Museum Technician & Conservator Advanced

Minimum Qualifications

Associate's Degree in Art History or other area of specialization such as Museum Studies, Museology, Conservation Science, Anthropology or History; and two (2) years supervised experience working with museum artifacts/collections. Depending upon the Museum and the nature of the position, the hiring agency may modify the experience. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Employment Requirements:

Must possess and maintain a valid driver's license. Must possess and maintain a current Defensive Driving Course Certificate from the State of New Mexico or must pass and receive Defensive Driving Course Certification as a condition of continued employment.

Statutory Requirements:

N/A

Supplemental Information

Why You Should Join Our Team

You will receive great health and retirement benefits. We also provide generous paid time off so you can spend more time with your family and have a positive work-life balance.

<http://www.spo.state.nm.us/total-compensation.aspx>

Working Conditions:

Office setting working in a Collections laboratory where specimens are prepped for display and research. Use of hand tools and computer. Must be able to lift 25 lbs.

Conditions of Employment:

Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status:

Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit:

This position is covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Agency Contact Information:

Ayesha Burdett, (505) 841-2887, or email: Ayesha.Burdett@state.nm.us

Link to Agency:

<http://www.newmexicoculture.org/welcome.html>

Applicant Help/How to Apply:

http://www.spo.state.nm.us/State_Employment.aspx

[Facebook](#)

[LinkedIn](#)

Agency Contact Information:

Ayesha Burdett, (505) 841-2800, or email: Ayesha.Burdett@state.nm.us

Applicant Help/How to Apply: Go to

http://www.spo.state.nm.us/State_Employment.aspx

Click on “Start Your Application Now” at bottom of page. It will take you to the “State of New Mexico’s Job Opportunities” page. In the Search box, type 4769. Click on the job title (Bioscience Collections Specialist). In applying, address all parts of the job description. Click on the “Questions” tab for detailed information needed for addressing the supplemental questions in the application. The “Apply” button is on the upper right-hand corner of the job description page.

For information on attaching documents, click on “Menu” in the upper left-hand corner of the “State of New Mexico’s Job Opportunities” page. Select “How To Attach a Document To Your Application” to view a YouTube video on the procedure.

Link to Job Post:

<https://www.governmentjobs.com/careers/newmexico/jobs/1996921/bioscience-collections-specialist-dca-4769>