



ORANGE COUNTY
Human Resource Services
333 W. Santa Ana Blvd,
Santa Ana, CA 92701
714-834-2555

<http://www.ocgov.com/hr>

INVITES APPLICATIONS FOR THE POSITION OF:

Archeology Paleontology Manager

SALARY

\$27.14 - \$53.95 Hourly \$2,171.20 - \$4,316.00 Biweekly \$4,704.27 - \$9,351.33 Monthly
\$56,451.20 - \$112,216.00 Annually

ISSUE DATE: 02/01/19

FINAL FILING DATE: Continuous

THE POSITION



Archeology Paleontology Manager

(Administrative Manager I)

*This recruitment is **open to the public** and will remain open on a continuous basis for a minimum of five (5) business days, until the needs of the County are met. Applicants are encouraged to apply immediately.*

*The deadline to apply for the first round of consideration will be on **Friday, March 1st, 2019 at 11:59 PM (PST)**.*

*This recruitment will establish an **open** eligible list. This eligible list will be used to fill current and future Archeology Paleontology Manager (Administrative Manager I) positions within the County of Orange. The current vacancy is within OC Community Resources/OC Parks. This eligible list may also be used to fill positions in similar and/or lower classifications throughout the County of Orange.*

THE COUNTY

The County of Orange is a regional service provider and planning agency whose core businesses include public safety, public health, environmental protection, regional planning, public assistance, social services and aviation. Click [here](#) for more information.

OC COMMUNITY RESOURCES (OCCR)

OC Community Resources is a multi-faceted department comprised of OC Animal Care, OC

Community Services, Housing & Community Development & Homeless Services, OC Parks, and OC Public Libraries. Click [here](#) for more information.

OC PARKS

OC Parks encompasses regional, wilderness and historical facilities, as well as coastal areas throughout the County of Orange in California. Featuring 60,000 acres of parkland, open space and shoreline, Orange County's award-winning parks and programs are enjoyed by millions of residents and visitors each year, in ways as diverse as the parks themselves. Click [here](#) for more information.

THE OPPORTUNITY

The Archeology Paleontology Manager will be responsible for managing the County's archeology and paleontology collections to achieve OC Parks mission, vision and goals. The incumbent will direct the daily activities of parks staff and supervise the long-term efforts of volunteers and contractors. The incumbent will be responsible for designing and implementing long-term curation and management plans, collaborating with facility supervisors, maintenance staff, elected officials, executive management and stakeholder groups, administering collections accessioning, loans, deaccessioning, and all associated databases, developing educational plans for programs and interpretive displays, creating new partnership opportunities and developing new relationships where appropriate.

Additional duties and responsibilities include, but are not limited to, the following:

Collections Management

- Develop and implement 5-year Collections Management Plan, including identification of scientific and educational materials, and prioritization of curation efforts.
- Ensure collections are safe and stored properly.
- Create effective solutions to communicate what is contained in the collections for public members and researchers.
- Accession and deaccession collections materials in accordance with best practices.
- Create and maintain loan documents and tracking tools.
- Maintain specimen and artifact data in appropriate databases and ensure accuracy.
- Manage a variety of contracts related to facility and collections management and services.

Outreach and Education

- Develop an Education Plan to maximize the educational benefit of the collections.
- Investigate new ways for the public to interact with the collections, including new technologies.
- Explore ways for the collections materials to be distributed to OC Parks facilities and nature centers.
- Identify suitable partners for distributed museum model.
- Plan and collaborate with park staff, partners, and stakeholders for large public special events.

Facility Operations

- Ensure regular facility inspections are conducted.
- Participate in the completion of capital improvement projects.
- Request assistance from park maintenance staff, public works staff, or contracted services when appropriate.

DESIRABLE QUALIFICATIONS AND CORE COMPETENCIES

The ideal candidate will be an experienced manager/leader who possesses in-depth knowledge and demonstrated experience in the areas of museum management and/or collections management. This would include having a large scope of responsibility, proven/demonstrated results with a process improvement focus, an inclusive and effective communication style, and at least three (3) years of management level experience overseeing both internal and external teams in a similar setting. The ideal candidate will also possess a Master's Degree or higher

in anthropology, archaeology, paleontology, history, museum studies or other related field.

In addition, the ideal candidate will possess extensive knowledge and/or experience in the following core competencies:

TECHNICAL EXPERTISE | MUSEUM AND COLLECTIONS MANAGEMENT

- Understanding and application of museum best practices
- Creating engaging displays and exhibits in a variety of ways to conform with the latest standards and practices
- Understanding how to engage with other learning institutions to further scientific research
- Utilizing new technologies to engage visitors to interpret cultural resources

LEADERSHIP & SUPERVISION

- Demonstrating knowledge of personnel practices as they relate to selecting, training, evaluating performance and supervising employees
- Adapting to changing assignments and priorities and managing changes with affected parties effectively

COLLABORATION & RELATIONSHIP BUILDING

- Understanding the importance and value of establishing and maintaining productive positive relationships with internal and external personnel and agencies
- Maintaining on-going dialogue with others to build trust and understanding

ORAL & WRITTEN COMMUNICATION

- Demonstrating the ability to accurately and concisely exchange information with others in such a way that the receiver understands the intended message, both orally and in writing
- Demonstrating the ability to effectively communicate with the general public, other agencies and management
- Demonstrating the ability to effectively discuss assignments and expectations, ensuring that communication is consistent, accurate, and timely
- Generating reports and maintaining accurate records

STRATEGIC THINKING

- Identifying areas requiring attention and using logical reasoning to reach conclusions and identifying alternate solutions to complex problems
- Developing short and long terms goals, outcomes, and performance measures for team members
- Providing vision, ensuring department stability, and planning successes to contribute to the Department and the County's success

PROBLEM SOLVING & DECISION MAKING

- Detecting problems and taking effective corrective action
- Demonstrating excellent judgment when working with department standards and the public
- Showing the ability to make effective decisions when scheduling personnel, materials, equipment, and when approving the completion of assignments

MINIMUM QUALIFICATIONS

Click [here](#) for complete classification description for [Administrative Manager I](#).

RECRUITMENT PROCESS

Human Resource Services (HRS) screens all application materials for minimum and/or desirable qualifications. After screening, candidates who meet the minimum and/or desirable qualifications will be referred to the next step in the recruitment process. All candidates will be notified via email of their status in the process.

Structured Oral Interview | SOI (Weighted 100%)

Applicants will be interviewed and rated by an oral interview panel of job knowledge experts. Each applicant's rating will be based on responses to a series of structured questions designed to elicit the applicant's qualifications for the job. Only the most successful candidates will be placed on the eligible list.

Based on the Department's needs, the selection procedures listed above may be modified. Candidates will be notified of any changes in the selection procedures.

Eligible List

Once the assessment has been completed, HRS will establish an eligible list of candidates. Candidates placed on the eligible list may be referred to a selection interview to be considered for current and future vacancies.

ADDITIONAL INFORMATION**EMAIL NOTIFICATION:**

Email is the primary form of notification during the recruitment process. Please ensure your correct email address is included in our application and use only one email account.

NOTE: User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions for which you apply.

Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders, and/or accept emails ending with "governmentjobs.com" and "ocgov.com." If your email address should change, please update your profile at www.governmentjobs.com.

FREQUENTLY ASKED QUESTIONS:

Click [here](#) for additional Frequently Asked Questions.

For specific information pertaining to this recruitment, contact Vanessa Rosas at (714) 480-2867 or Vanessa.Rosas@occr.ocgov.com.

EEO INFORMATION

Orange County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.



APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ocgov.com/hr>

OR

333 W. Santa Ana Blvd,
Santa Ana, CA 92701

EXAM #8011MA-0119-405 (O)
ARCHEOLOGY PALEONTOLOGY MANAGER
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Archeology Paleontology Manager Supplemental Questionnaire

* 1. Please select the option below which best describes your qualifications for this classification. ***Note: If you are using education to meet the minimum qualifications for this classification, you must attach proof of education (diplomas, unofficial transcripts, etc.) to your application.**

Two (2) years of experience directly related to the competencies and attributes noted above

- A bachelor's degree in a related area of study
- None of the Above

* 2. Please describe your education and experience working with museum artifacts and/or cultural, archeological, paleontological or scientific collections.

* 3. Please describe your supervisory and management experience working with volunteer groups, stakeholders, staff members and contractors.

* Required Question