

<b>Position Code</b>
1. HISTORNE

**State of Michigan**  
**Civil Service Commission**  
 Capitol Commons Center, P.O. Box 30002  
 Lansing, MI 48909  
**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2.Employee's Name (Last, First, M.I.)</b>	<b>8.Department/Agency</b>
	NATURAL RESOURCES
<b>3.Employee Identification Number</b>	<b>9.Bureau (Institution, Board, or Commission)</b>
<b>4.Civil Service Position Code Description</b>	<b>10.Division</b>
Historian 9-11	Michigan History Center
<b>5.Working Title (What the agency calls the position)</b>	<b>11.Section</b>
Move Coordinator	
<b>6.Name and Position Code Description of Direct Supervisor</b>	<b>12.Unit</b>
Angela Riedel, Historian Manager-2	
<b>7.Name and Position Code Description of Second Level Supervisor</b>	<b>13.Work Location (City and Address)/Hours of Work</b>
Suzanne Fischer, SAM 15	Lansing, 702 W. Kalamazoo Street, Lansing, MI 48933 Monday – Friday, 8:00 am – 5:00

**14. General Summary of Function/Purpose of Position**

This position will assist with the planning and implementation of moving over 20,000 objects belonging to the Michigan History Center museum collections in preparation for new storage equipment installation. This position will function as an assistant to the museum registrar and provide oversight of contracted movers and storage equipment installation. Responsible for detailed inventory, packing, moving, updating collections database, and location control of museum objects and ensure collections safety and documentation to nationally accepted best practices. This is a limited two-year full-time position funded by an Institute of Museum and Library Services grant.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.  
List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1**                      **% of Time 50**

Planning and implementation of moving museum collections for the installation of new storage equipment

**Individual tasks related to the duty.**

- Plan and implement a collections move plan in coordination with museum registrar
- Create detailed inventories for all objects being moved
- Maintain best practices of collections safety and documentation throughout project
- Maintain location control of all objects involved in the move and update location changes in the collections database ARGUS
- Assist with spatial planning of artifacts in new storage equipment
- Creating project equipment and supply lists

Duty 2

**General Summary of Duty 2**                      **% of Time 40**

Oversight of contracted movers and storage equipment installation

**Individual tasks related to the duty.**

- Provide close oversight of move contractors
- Assist with oversight of packing and unpacking of museum collections
- Provide close oversight of contracting storage equipment company installation crew

Duty 3

**General Summary of Duty 3**

**% of Time 10**

Assist with information gathering for IMLS grant related interim and final reports

**Individual tasks related to the duty.**

- Provide progress updates for reporting to IMLS

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

- Assigning tasks to contractors
- Object movement and tracking
- Argus updating

**17. Describe the types of decisions that require the supervisor's review.**

- Changes in planned work
- Purchase of supplies

**18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

60% office work, seated at desk; working on computer and talking on phone; in meetings (climate controlled indoors); 40% lifting and moving collections objects, sometimes on a ladder, walking, standing in warehouse

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

This position will assist with the planning and implementation of moving museum collections and provide oversight of contracted movers and storage equipment installation.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

New position

**25. What is the function of the work area and how does this position fit into that function?**

The Collections Unit provides hands-on management of museum collections and the information associated with them and provides public access to collections and collections information. This position will assist with these functions.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?**

**EDUCATION:**

Possession of a master's degree in history, art history, museum studies, anthropology, American Studies, architectural history, historic preservation, or archival management.

**EXPERIENCE:**

Historian 9 - No specific type or amount is required.

Historian 10 - One year of professional experience involving the study, preservation, analysis, interpretation, and preservation of history, historical artifacts, records, and sites equivalent to an Historian 9.

Historian P11 - Two years of professional experience involving the study, preservation, analysis, interpretation, and preservation of history, historical artifacts, records, and sites equivalent to an Historian, including one year equivalent to an Historian 10; or, three years of professional experience recording, preserving, and presenting Michigan history, historical artifacts, records, and sites at a museum, historical site, archives, publication office, or historical site preservation office equivalent to a History Specialist 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Three-five years of experience with collections handling, packing, moving, and storage, including historic vehicles
- Exceptional organization skills and attention to detail
- Ability to reach, bend, stoop, and lift up to 50 pounds
- Experience in oversight of contract workers
- 3-5 years knowledge of museum collections management systems, particularly ARGUS
- Ability to work well in team and individually
- 3-5 years knowledge of the proper techniques for handling, caring for, evaluating, and preserving historical artifacts
- Knowledge of the methods and procedures of cataloguing museum artifacts
- Ability to maintain records, and prepare reports and correspondence related to the work
- Ability to communicate effectively with others

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

*I certify that the entries on these pages are accurate and complete.*

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYEE**

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**