

JOB DESCRIPTION

HISTORIC FARM SPECIALIST

Status:	Full-time
Pay Grade:	8
Starting Salary:	\$25.69 (\$53,435.20)
Reports To:	Program Coordinator
Status:	Classified, FLSA Non-Exempt
	Supervisory – Employee has authority to recommend the hiring, transfer, suspension, layoff, promotion, discharge or reward of employees under their direct supervision.

In addition to consistent and reliable attendance, the position of **Historic Farm Specialist** directly involves but is not limited to the following illustrative duties:

1. Manages and supervises assigned staff; plans and organizes workloads and staff assignments; interviews, recommends for hire, trains; motivates support staff, evaluates assigned staff and administers initial states of discipline i.e., verbal; reviews and standardizes work procedures; resolves employee concerns and problems; approves timesheets and requests for leave.
2. Works with the program department to research, plan, develop, conduct and evaluate programs and special events that inform the public (schools, community organizations, and the general public) of the history of the Carter Historic Farm (CHF) and Zimmerman One-room School, the Great Black Swamp, settlement, the depression era and northwest Ohio agriculture on the farm property and at off-site locations when appropriate.
3. Works with the CHF staff and other departments on activities relating to the operation, cleaning and maintenance of CHF including but not limited to the farmhouse, barn and outbuildings, historical farming, historical farm equipment and tools, livestock care, agricultural crops, grounds and garden plantings.
4. Coordinates, supervises and trains CHF staff including seasonal and part-time employees, interns, and volunteers to assist with the activities listed above, and works with the volunteer services/communications specialist as required.
5. Creates interpretive, educational and interactive displays, exhibits and related brochures and fliers pertaining to the subjects listed above.
6. Coordinates and works with individuals and organizations including but not limited to Power of Yesteryear, blacksmiths, woodworkers, leather smiths, antique tool collectors, historical farm machinery collectors, spinners, 4-H groups, and FFA to provide demonstrations, presentations and services, including historical crop farming and animal care and feeding.
7. Creates signage relating to the history and use of CHF structures, tools, and other items with the assistance of other park district staff and consultants.
8. Responsible for scheduling CHF tours and meetings, and coordinating with the program coordinator as needed.

9. Creates and maintains a Collections Policy and Donation Form for acquisitions and donated items and works with a Collections Committee under the supervision of the program manager or their designee to make decisions on accepting or declining possible donations.
10. Manages the historic collections and acquisition of historic items, including donations, documentation, inventory, maintenance, cleaning, repair and placement of the items.
11. Researches and applies for appropriate grant funding as it relates to CHF.
12. Generates an annual budget proposal for CHF equipment, materials, supplies, maintenance, and operations.
13. Assists the volunteer services/communications specialist with public relations and media projects, radio interviews, news releases, and articles as they relate to CHF.
14. Works a schedule that ensures the smooth operation of CHF including evenings/weekends and holidays when necessary; provides for other staff and/or volunteers to conduct required duties such as animal care when away on days off, vacation, sick days, seminars, etc.
15. Must be team oriented and willing to work to build an atmosphere of teamwork in the workplace with staff at all levels
16. Serves as a member of various Tactical Objective Teams.
17. Maintains current certifications in CPR and First Aid.
18. Must be able to stand or sit for long periods of time, climb stairs, reach objects overhead on shelving, regularly lift objects up to 50 pounds, work outdoors and in non-climate-controlled buildings, as well as indoors performing CHF related office functions.
19. Performs other duties as assigned by the program coordinator or director that are deemed appropriate and necessary for the position.

Requirements:

A bachelor's degree in interpretation, history, education or related field is preferred, however applicants with at least 3 years related experience including providing public programs for all ages and backgrounds will be considered. Preferred applicant to have working knowledge of interactive educational museum operations, historical farming practices and operations, agricultural experience/knowledge, and history of northwest Ohio.

Must complete Supervisor's Management School within 2 yrs. of hire.

Must possess good organizational and communication skills. Must be able to work effectively with the public, personnel from other agencies, and staff at all levels. Can demonstrate the ability to use basic computer software, spreadsheets, and word processing. Must possess a valid driver's license.