

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Senior Historical Program Specialist
(HSP/CM)

Full Time - Salary Grade: Local 32 - Class VIII

Division: Historic Sites

Effective Date: 3/31/2022

Prepared by: M. Sutherland

Approved by: L. Laffey

Position Charter:

The Senior Historical Program Specialist – Historic Speedwell/Cooper Gristmill, working under the general supervision of the Manager of Historic Sites in accordance with administrative guidelines, procedures and policies of the Park Commission and divisional directives, leads the development, planning, implementation and scheduling of the daily, educational, interpretive, special events, and public programs at the National and State Registered Historic Sites Cooper Gristmill, and National and State Registered Historic Sites and National Landmark Historic Speedwell. Additionally, the position will provide safe and historically appropriate gristmill operations.

Essential Functions:

- Plans, develops, presents, and supervises educational programs (including school, scout, home school, and adult programming), and all special event programming throughout the season at the Cooper Gristmill and Historic Speedwell.
- Assures that the mechanical needs of the working historic Gristmill are met, including the ability to identify, analyze and fix belts, gears, and other modern and/or historic equipment needed to properly run the Mill. This includes, but is not limited to evaluating and dressing millstones as necessary, monitoring the water valve at the Pond, and the flume. Uses and supervises the use of period implements associated with the successful operation and maintenance of a working 19th century gristmill.
- Assists with the development of budgets for the Cooper Gristmill and Historic Speedwell, which includes needed annual supplies, materials, equipment, and services for the maintenance and programming needs , both long and short term.
- Assists with the preparation of appropriate reports and statistics related to the Cooper Gristmill and Historic Speedwell (past and current), including but not limited to attendance figures, revenue, flour sales and so forth.
- Coordinates, as needed with historic sites maintenance, education staff from Fosterfields, and historic sites management to assure a successful and safe environment at the Mill and Historic Speedwell.
- Evaluates programming on an annual basis to assure programs and events are effective and are meeting educational standards and goals as defined by New Jersey core curriculum standards and the mission of the Mill and Historic Speedwell, the historic sites division and the MCPC overall.

- Supervises assigned subordinate personnel and volunteers, and prepares, maintains, distributes and submits work schedules, manages staff time reporting functions, and performance documentation on a timely basis and performs other required supervisor responsibilities as assigned.
- Works with the Manager of Historic Sites on the proper marketing, promotion and publicity for the Mill and Historic Speedwell
- Able to operate Park Commission motor vehicles to transport personnel, materials, and equipment on Commission property and public roadways.
- Works overtime as necessary to meet the needs of the Park Commission.
- These functions may be performed in one park or several parks.
- Wears suitable period costuming when at the Cooper Gristmill when it is open to the public, and at Historic Speedwell when appropriate. to be provided by the Park Commission.

Other Functions:

- Ensures compliance with P.E.O.S.H.A. requirements within the Historic Sites area by reporting compliance issues to the Manager of Historic Sites for communication with the Safety and Compliance Coordinator and the initiation of corrective measures where appropriate; the Miller/Historical Program Specialist will cooperate in the efforts to resolve the issues.
- Ensures compliance with Right-to-Know requirements within the Historic Sites unit.
- Ensures that the Park Commission policies and procedures regarding public access are followed.
- Answers inquiries by email, letter and/or telephone and makes appropriate referrals.
- Promotes cooperation and teamwork among the Unit staff and among other Park Commission Divisions.
- Assists in the preparation of the Park Commission Fee Schedule and budgets and monitors the expenditures of the approved operating budget to ensure that expenditures are within approved funding.
- Attends and participates in meetings of the Park Commission and Friends of Fosterfields/Cooper Gristmill as required
- Disciplines staff as required.
- Supervises and performs other assignments and projects as directed by the Manager of Historic Sites.

Qualifications:

- Graduate of a college of recognized standing with a major program of study in history, museum studies, or a related field.
- A minimum of 2-3 years working in a mill, or alongside a trained miller, with the ability to fix, troubleshoot and operate a working gristmill.
- A minimum of 3 years of experience developing and implementing educational programming and events in a historic setting.
- Ability to work a flexible schedule, including holidays, evenings, and weekends.
- Ability to use a computer, and understand the basics of email and Microsoft applications.
- Ability to lift 50 lbs.

- Ability to understand, follow, and give written and verbal directions.
- Ability to develop and administer innovative programming and activities.
- Ability to manage and supervise subordinate personnel, including volunteers.
- Ability to meet deadlines, prioritize work, and coordinate multiple activities and projects at the same time.
- Ability to communicate effectively with Park Commission staff and the general public.
- Possession of a valid New Jersey Driver's License.
- Ability to perform the essential functions of the position with or without reasonable accommodation.
- Ability to pass a written and field test, which would include the working mechanics of the Mill.

Incumbent may delegate to subordinate part of the responsibility, but may not delegate nor relinquish accountability for results.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.