

DIRECTOR OF MONUMENTS

Nature of Work: Under administrative direction, performs managerial work overseeing the restoration and maintenance of monuments and memorials on the Capitol grounds. Responsible for the acquisition, research, archival arrangement, indexing and accessibility of military records for West Virginia veterans of the twentieth century; oversees the work of contractors and contract labor on monuments and memorials on the Capitol grounds. Performs related work as required.

Examples of Work

Develops policies and directs procedures related to the restoration and maintenance of monuments and memorials on the Capitol grounds.

Develops policies and makes recommendations for the acquisition, research, archival arrangement, indexing and accessibility of military records for West Virginia veterans; establishes and manages electronic access to such records.

Establishes policies and procedures related to the restoration and maintenance of the monuments and memorials on the Capitol grounds.

Reviews and recommends contracts for contractors and labor working on the monuments and memorials on the Capitol grounds.

Makes recommendations in the area of personnel, budgeting, purchasing for the area of assignment.

Assists and works to develop and promote associated programs and activities with other units in the division and other governmental and public entities.

Knowledge, Skills and Abilities

Knowledge of the techniques and practices for the restoration and maintenance of monuments and memorials made of various materials.

Knowledge of archival principles and management of records both in hard copy and electronic form.

Knowledge of historical documentation and research related to military records.

Knowledge of management practices and personnel administration. Ability to interact with a wide range of public, administrative and elected officials.

Ability to prepare and present written or oral reports and presentations.

Ability to communicate effectively both orally and in writing.

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DIRECTOR OF MONUMENTS (CONT'D)

Minimum Qualifications (cont'd)

Training: Graduation from an accredited four-year college or university. Preference will be given to Candidates with an undergraduate degree in history, archival management or certification in archival management, statutory/monument preservation.

Substitution: Experience as described below will substitute for the required training on a year-for-year basis.

Experience: Four years of full-time or equivalent part-time paid experience in the restoration and maintenance of monuments and memorials or acquisition and archiving of military records.

Established: 12/19/96
Revised: 6/4/97
Effective: 6/4/97