

**STATE OF MARYLAND
DEPARTMENT OF BUDGET AND MANAGEMENT
OFFICE OF HUMAN RESOURCES
301 West Preston Street
Baltimore, Maryland 21201**

POSITION DESCRIPTION

REVIEW INSTRUCTIONS PRIOR TO COMPLETION

PART I. IDENTIFYING POSITION INFORMATION

ITEMS 1-6 to be completed by Agency Personnel Office.

1. PIN 458027	2. CLASS CODE/GRADE 1403 / 15
3. SERVICE Skilled	4. IS THIS POSITION DESIGNATED AS A SPECIAL APPOINTMENT? No
5. OVERTIME STATUS Exempt	6. AGENCY APPROPRIATION CODE 23.23.01

ITEMS 7-13 to be completed by the supervisor.

7. Current Employee's Name, if applicable VACANT
8. ClassTitle Education & Exhibition Specialist Lead
Working Title,if different Patterson Educator
9. Department or Agency Name Maryland Department of Planning
Division, Unit or Section MHT/Jefferson Patterson Park and Museum
10. WorkLocation/Address 10515 Mackall Road, Saint Leonard, MD 20685
11. Name of Immediate Supervisor Debra Rantanen
Title of Immediate Supervisor Director of Education and Public Programming
12. Work Schedule: (Check all that apply)
- | | |
|---|---|
| <input type="checkbox"/> Permanent Day Shift | <input checked="" type="checkbox"/> Rotating Shift |
| <input type="checkbox"/> Permanent Evening Shift | <input checked="" type="checkbox"/> Full Time |
| <input type="checkbox"/> Permanent Night Shift | <input type="checkbox"/> Part Time |
| <input checked="" type="checkbox"/> Other (Explain) | <u>Wednesday through Sunday for March/April through
November; will also work evenings and other days of the
week as necessary; less weekend work in the winter months</u> |
13. If applicable, how long has the current employee been performing the duties listed below?
N/A

PART II. POSITION FUNCTIONS

ITEMS 1-7 If additional space is required, attach a separate sheet.

1. **MAIN PURPOSE OF THE JOB:** Briefly describe the main purpose of this position and how it relates to the mission of the agency.

The main purpose of the Patterson Educator is to conduct and develop educational and public programming for the Patterson Center helping to improve public accessibility to, and understanding of, the Patterson family, Point Farm, and how that integrates into the rest of JPPM's history and programs. This position is responsible for developing, researching, implementing, scheduling, and coordinating educational and public programming associated with the Patterson Center. This position also leads volunteers associated with the Patterson Center. By developing and implementing these programs for school tours and the general public within the interpretive framework of JPPM, this position supports the Maryland Historical Trust's mission to preserve and interpret the legacy of Maryland's past.

2. **ESSENTIAL JOB FUNCTIONS AND OTHER ASSIGNED DUTIES** - List duty and responsibility statements that identify the essential job functions and other assigned duties. Essential job functions are the fundamental job duties of a position that if not performed will alter the job. (Identify essential job functions by highlighting, underlining, etc.)

% OF TIME AND/OR WEIGHT OF IMPORTANCE	JOB DUTY
45%	<u>Develops and implements educational and public programming associated with the Patterson Center and JPPM.</u>
15%	<u>Develops content for permanent and temporary exhibits and interpretive material for the Patterson Center and JPPM.</u>
10%	<u>Oversees Patterson Center volunteer and docent program and groups. Trains volunteers, assesses their interactions with the public and content knowledge, and schedules volunteers. Works with the Director of Education and Public Programming and Outreach Coordinator when making any changes to the program.</u>
10%	Helps monitor the Patterson Center buildings and surrounding landscape for general upkeep needs, infrastructure problems, and other facilities or public-safety concerns. Reports concerns to the Director of Facilities, JPPM Horticulturist, JPPM Curator, Patterson Administrator, and supervisor.
10%	Participates in site-wide educational and public programming and events, serves on program-related committees and working groups, helps with off-site outreach, and fulfills other duties as assigned

5%	Works with the Director of Education and Public Programming to develop a budget for the Patterson Center's education and public programs and interpretive and exhibits materials. Also works with supervisor and other staff to identify appropriate grant opportunities.
5%	Participates in the hiring process for seasonal positions in the education department, visitor services, and other positions associated with the Patterson Center.

3. **LEVEL, FREQUENCY AND PURPOSE OF WORK CONTACTS:** List the contacts that this position has with individuals within the division, agency and department as well as other State agencies, other government agencies, private companies, clients, customers, vendors and the public. These contacts may be in person, in writing or by telephone. Indicate how often the contact occurs. State the purpose of each contact, for example, to provide information, to explain procedures or decisions, to persuade or negotiate.

General Public: Daily to give information about JPPM and the Patterson Center, give tours or workshops, and to assist with general questions as necessary.

School Groups: Regular contact as scheduled to give tours and to provide educational materials.

County Agencies: Regular contact with Calvert County Public Schools, Tourism Office, County libraries, and other county agencies in Maryland regarding joint educational initiatives that include the Patterson Center

State Agencies: Infrequent contact with MHT, MDP, and other agencies regarding joint educational initiatives that include the Patterson Center

Federal Agencies: Infrequent contact to attend conferences and workshops

Museum Field Service Providers: Usually infrequent contact. Increases when interpretive and exhibit-related materials are being fabricated for the Patterson Center.

JPPM Director of Education and Public Programming: Daily contact to give updates about the Patterson Center, work progress, and other coordination needs.

JPPM Education and Public Programming Staff: Daily contact to ensure appropriate coordination of efforts.

Volunteers: Daily contact to ensure appropriate execution of tours, workshops, educational content, and other activities involving the Patterson Center.

JPPM Curator: Multiple times a week to coordinate programs, activities, and research efforts at the Patterson Center.

JPPM Horticulturist: Multiple times a week to coordinate programs, activities, and research efforts at the Patterson Center.

JPPM Patterson Maintenance Technician: Multiple times a week to coordinate programs and activities at the Patterson Center. Discusses facility issues and concerns.

JPPM Administrative Staff – Frequent contact with JPPM administrative staff to communicate concerns or issues about the Patterson Center and associated operations and programming.

4. DECISIONS AND RECOMMENDATIONS: List the decisions and recommendations that this position makes which are necessary to carry out essential job functions. State to whom recommendations are made.

Makes decisions when dealing with the general public and school groups regarding safety issues as related to facilities and programs.

Makes decisions about the volunteer group about when to schedule them for public hours and other programs.

Recommends to the Director of Education and Public Programming changes in content and presentation of on-site education and public programs.

Recommends to the Director of Education and Public Programming budgetary needs associated with the public-oriented programming and interpretive methods at the Patterson Center.

Recommends to the Director of Education, the JPPM Curator, the Horticulturist, and the Patterson Administrator ideas about Patterson Center operations, programming, and interpretive methods.

5. EQUIPMENT USED - List equipment, machinery and tools used to complete this job, e.g. personal computer, calculator, typewriter, hand tools, measuring devices and lab equipment.

Computers and peripheral equipment (laptops, projectors, etc.), calculator, phone/fax, copier, printer, two-way radio, camera (digital and video), JPPM fleet vehicles, including gators and pick-up truck, sound equipment (speakers, microphone, cords, etc.), grounds maintenance tools.

6. NATURE OF SUPERVISION RECEIVED - Check the type of supervision that is given to this position. See instructions Part II, Item 6 for definition of terms.

Close Supervision

Moderate Supervision

General Supervision

Managerial Supervision

7. WORKING CONDITIONS: (Check all that apply)

Work involves exposure to uncomfortable or unpleasant surroundings. (Explain)
Sometimes works outdoors in hot/cold or otherwise inclement weather conditions to teach and/or coordinate events.

Work involves exposure to hazardous conditions, which may result in injury. (Explain)
Exposure to poison ivy, biting insects, exposure to fire, and similar conditions associated with events and programs that can occur outdoors throughout the year.

Work involves special physical demands such as lifting 50 pounds or more, climbing ladders, etc. (Explain)
Climbing ladders to access storage areas, lifting (up to 50 pounds), building/creating exhibit structures, and event set-up. Standing for long periods of time to facilitate education activities.

Work requires use of protective equipment such as goggles, gloves, mask, etc. (Explain)
Use of protective equipment while working outdoors, helping with grounds maintenance tools, etc.

PART III RESPONSIBILITIES FOR THE WORK OF OTHERS

This section should be completed if this position is responsible for the work of others. This includes full and part-time permanent employees, contractual or emergency employees, volunteers, reimbursable or loaned employees. If additional space is required, attach a separate sheet.

NATURE AND LEVEL OF RESPONSIBILITY FOR WORK OF OTHERS:

A supervisor assigns and reviews the work of other, trains employees, recommends the selection, promotion and termination of employees, approves leave and signs time cards, signs annual performance evaluations, determines and resolves procedural problems within the unit, serves as spokesperson for subordinates, explains policies and directives from management and issues formal disciplinary reminders, warnings and reprimands.

A lead worker assigns and reviews the work of others, instructs and motivates worker, is available for immediate assistance or review and performs the work of the classification.

a) Does this position supervise employees? Yes No

b) Does this position lead employees? Yes No

If yes, to a or b, list the names and classifications of the employees that this position supervises or leads.

Seasonal contractual employees, volunteers, and interns

c) Check the ways that this position supervises or leads these employees. (Check all that apply).

- Assigns and reviews work
- Approve leave, sign time card
- Sign annual performance ratings
- Interview & select new employees
- Train employees
- Discipline employees (counsel, recommend suspension & termination)

d) Do any of the employees supervised have supervisory responsibility? If so, list them and the names and classifications of those they supervise or attach an approved organization chart.

N/A

PART IV PERFORMANCE STANDARDS

PERFORMANCE STANDARDS - For each essential job function described in Part II, list the standard(s) necessary for satisfactory performance. If additional space is required, attach a separate sheet.

- a) **EDUCATIONAL AND PUBLIC PROGRAMS.** Develops and implements at least two public programs that expand on the history and topics associated with the Patterson Center and JPPM. The programs must be developed and implemented in a timely and professional manner that serves JPPM's mission and interpretive master plan. Works with the Director of Education and Public Programming and other pertinent staff to evaluate the programs. Works with supervisor to ensure that the programs occur within the approved budget.
- b) **EXHIBITS AND INTERPRETIVE MATERIAL.** Works with the Director of Education and Public Programming and other pertinent staff to develop temporary and permanent exhibits, as well as other interpretive material (pamphlets, digital material, etc.), that interpret the Patterson Center and JPPM for a general audience. Reviews content accuracy with supervisor and other pertinent staff on a bi-annual basis.
- c) **VOLUNTEER AND DOCENT PROGRAM.** Provides appropriate supervision to volunteers and docents at the Patterson Center. Trains new volunteers and docents for Patterson Center needs and provides appropriate feedback about their work. Creates the workflows, programs, and deliverables that the volunteers and docents would focus on. Schedules volunteers and docents. Briefs supervisor on a monthly basis, or more frequently as necessary, as to performance and progress of volunteers.
- d) **MONITORING PATTERSON CENTER AND GROUNDS FOR FACILITIES ISSUES.** Provides timely communication to the appropriate staff about facilities or safety issues

affecting the Patterson Center. Briefs supervisor, facilities staff, JPPM Curator, JPPM Horticulturist, and Patterson Administrator about any issues and recommends mitigation options if possible.

- e) MISCELLANEOUS RESPONSIBILITIES. Assists with public programs and events whenever scheduled. Serves actively on various committees related to JPPM programming and educational initiatives.

PART V SIGNATURES

The following signatures indicate acknowledgment by the employee of the information on this form, when applicable, and approval by the supervisor and appointing authority.

Employee's Signature

Debra Rantanen

Date

Oct 5, 2023

Supervisor's Signature

Elizabeth Hughes

Date

Oct 5, 2023

Elizabeth Hughes, Director. MHT

Date

Oct 6, 2023

Jeffrey Cann

Appointing Authority

Date











VACANT_PIN 458027_Education & Exhibition Spec Lead_MS-22_Patterson Educator

Final Audit Report

2023-10-06

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