



**DENVER**  
THE MILE HIGH CITY

**Career Service Authority**  
Denver's Human Resource Agency

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## JOB SPECIFICATION UPDATE

TO: All agencies citywide  
FROM: Alena Martinez  
DATE: June 29, 2009  
SUBJECT: New and/or revised Job Specifications

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Attached are revised and/or new job specifications. These should be placed in your job specification book.

Old job specifications listed in the column "Job Specifications to be Removed" should be removed from your book and destroyed.

Agencies that hold only selected job specifications may discard those that are not classes within their agency.

### **New and Revised Job Specifications**

Museum Curatorial Assistant  
Rev. 06/28/2009

Technical Director – Board of Adjustment Zoning  
Rev. 06/28/2009

### **Job Specifications to be Removed**

Museum Curatorial Assistant  
Rev. 12/01/1995

Technical Director – Board of Adjustment Zoning  
Est. 09/16/1995



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Museum Curatorial Assistant

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**GENERAL STATEMENT OF CLASS DUTIES**

Assists curators or administrators in maintaining museum collections and collection documentation.

**DISTINGUISHING CHARACTERISTICS**

Museum Curatorial Assistant assists curators or administrators in maintaining museum collections and collection documentation. It is distinguished from the Museum Collection Assistant which maintains the art collection inventory at the Denver Art Museum.

***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, performs leadwork.

## ESSENTIAL DUTIES

Researches objects in the collection, writes or edits informational and educational materials, including object and extended label copy, and assists with exhibition catalog editing.

Processes acquisitions and de-acquisitions, art loans with other museums, and tracks and arranges for storage of objects in the collection.

Some positions may oversee departmental office and library operations, and make arrangements for graphics.

Some positions assist with monitoring and preparing the budget, and writing grant proposals.

Some positions direct volunteer staff working on collections and maintaining collection documents.

May assist in the coordination and checking of work completed by other employees for various short term projects.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Writing** - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Self-Management** - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Attention to Detail** - is thorough when performing work and conscientious about attending to detail.

**Interpersonal Skills** - Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Flexibility** - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Knowledge of history, material culture, art history or art/artifact genres sufficient to be able to perform research on collections materials.

Knowledge of supervisory principles and practices sufficient to be able to establish priorities, assign and review work and subordinates with problem resolution.

Knowledge of office and library operations sufficient to be able to ensure proper operation.

Skill in researching and preparing written justification for use in proposals for funding.

Skill in organizing and maintaining documents in logical working order and preparing documentation in accordance with oral directions and various job related guidelines.

Skill in filling out forms and completing paperwork related to the work assignment.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: Raising or lowering an object 10 - 25 pounds.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

**Working Environment:**

Subject to many interruptions

Subject to long irregular hours

**Education Requirement:**

Bachelor's Degree.

***Experience Requirement:***

One year of experience assisting with analysis, research, and presenting informational materials and reports.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for the minimum experience requirement

Additional appropriate experience may be substituted for the minimum education requirement.

***Licensure and/or Certification:***

By position, requires a valid driver's license.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:*** Unknown

***REVISED DATE:*** 12/01/1995 (Don Braden)  
06/28/2009 (Meredith Crème)

***REVISED BY:*** Meredith Creme

***CLASS HISTORY:*** 6/2009 - class specification was put into a new format; competency statements and a distinguishing characteristics narrative were added.



## Career Service Authority

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# Technical Director- Board of Adjustment Zoning

### GENERAL STATEMENT OF CLASS DUTIES

Directs and administers the activities of the technical support staff of the Board of Adjustment for Zoning Appeals.

### DISTINGUISHING CHARACTERISTICS

Technical Director of the Board of Adjustment Zoning performs supervisory duties over the technical support staff of the Board of Adjustment for Zoning Appeals. It is distinguished from Operational Supervisor I that performs supervisory duties over administrative, paraprofessional, and/or technical staff and supports professional and/or higher level supervisors/managers through the application of the principles of a particular discipline, profession, and/or field of study in order to accomplish the operational goals of the assigned area(s). This class is also Distinguished from Operational Supervisor II that performs second level supervisory work over a section(s) through subordinate supervisors of administrative, paraprofessional, and/or technical staff, provides leadership, direction, and long range and short term planning, and directs operational policy development and performance criteria for the assigned area(s) in conjunction with departmental plans and goals.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

Supervises two or more employees who do not supervise.

**ESSENTIAL DUTIES**

Plans, schedules, coordinates, and assigns work and establishes goals and priorities for support staff involved in technical functions of the Board of Adjustment of Zoning Appeals.

Implements and interprets policies and procedures developed by higher level managers. Develops, recommends and coordinates the implementation of new procedures for the assigned function.

Provides technical assistance to Board during public judicial review meetings.

Prepares case files for zoning appeals, keeps official records of the hearings, presents exhibits and analyzes legal issues and possible remedies for cases.

Prepares and issues a formal record of actions taken by the Board in zoning appeals.

Develops and manages the budget for the division or work functions and allocates funds within the budget to accomplish objectives.

Resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.

Directs the development of performance evaluation standards for functions managed within the guidelines set by top management. Formally evaluates the work of directly subordinate supervisors and/or staff.

Develops and ensures the implementation of staff training and development programs which provide opportunities for individual employee growth, continuity of work flow during employee absences, and long range development of employees.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Oral Communication** – Expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas.

**Problem Solving** – Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

**Written Communication** – Expresses facts and ideas in writing in a succinct and organized manner.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce and among the public.

**Leadership** – Inspires, motivates, guides others toward goals; coaches, mentors, challenges staff; adapts leadership styles to various situations; models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

**Technical Competence** – Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting); maintains credibility with others on technical matters.

**Flexibility** – Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.

**Interpersonal Skills** – Considers and responds appropriately to the needs, feelings, and capabilities of others; adjusts approaches to suit different people and situations.

**Decisiveness** – Makes sound and well-informed decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, in order to accomplish organizational goals; causes change.

**Conflict Management** – Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of legal compliance issues sufficient to be able to interpret and analyze legal issues relative to the field.

Knowledge of budgeting procedures and requirements sufficient to be able to administer a budget to accomplish objectives.

Knowledge of employee development principles and practices sufficient to be able to ensure long range success of the organization by incorporating cross training, delegation, mentoring, job specific training, and other principles into the daily work of the organization.

Skill in developing and implementing policies and procedures related to the work assignment.

Skill in establishing and maintaining effective working relationships with employees, policy making bodies, various officials of public or private entities, and the public.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Near Acuity: ability to see clearly at 20 inches or less.

**Working Environment:**

Subject to pressure when managing absentee replacement on short notice.

Subject to pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to varying and unpredictable situations.

**Education Requirement:**

Bachelor's Degree.

**Experience Requirement:**

Three years of experience conducting investigations and enforcing legal compliance.

**Education/Experience Equivalency:**

Additional appropriate education may be substituted for the minimum experience requirement.

Additional appropriate experience may be substituted for the minimum education requirement.

**Licensure and/or Certification:**

By position, requires a valid driver's license.

**CLASS DETAIL**

**FLSA CODE:** Exempt

**ESTABLISHED DATE:** 09/16/1995

**ESTABLISHED BY:** Monika S. MacRossie

**REVISED DATE:** 06/28/2009

**REVISED BY:** Meredith Creme

**CLASS HISTORY:** 06/2009 - class specification was put into a new format; competency statements and a distinguishing characteristics narrative were added.