

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. HISTMGR2

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Historian Manager-2	10. Division Michigan History Center
5. Working Title (What the agency calls the position) Statewide Programs Manager	11. Section Administration
6. Name and Position Code Description of Direct Supervisor CLARK, SANDRA S; STATE OFFICE ADMINISTRATOR	12. Unit Community Outreach
7. Name and Position Code Description of Second Level Supervisor PHILLIPS, KRISTIN M; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 702 West Kalamazoo, Lansing / 40 hours, typically Monday-Friday

14. General Summary of Function/Purpose of Position

This position manages the Michigan History Center's (MHC) state-wide community-based efforts and programs. The individual supervises three professional positions; manages budgets, and oversees the heritage trail program, the Michigan Historical Marker program, the Preserving Nuestra Historia program and other special projects that develop positive and reciprocal relationships with communities/audiences across the state. This position also works with all Michigan History Center (MHC) staff and Department of Natural Resources (DNR) Broadening Access staff to build inclusive and relevant programs and relationships that meet the needs of and are accessible to diverse communities and audiences. The Statewide Programs Manager splits time among overseeing and working on MHC existing outreach programs; developing new programs with local, regional and statewide partners; and conducting historical research and drafting reports that inform staff professional development and interpretive plans.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

Build inclusive and relevant relationships and develop programs that meet the needs of and are accessible to diverse communities and audiences

Individual tasks related to the duty:

- Work with existing and identify new community partners to find ways the MHC can support their core programs.
- Participate in and provide cultural expertise for DNR Broadening Access projects and other efforts to develop community engagement and program delivery for diverse audiences in urban areas.
- Participate in planning and developing education programs and educator resources, using a variety of educational methods and techniques, to build student and teacher knowledge and understanding of aspects of Michigan history.
- Develop programs with Lansing-based community groups for broad public audiences both at the Michigan History Museum and in the community.
- Working with MHC staff statewide, support outreach events and programs in communities that build the public's awareness of the Michigan History Center and appreciation of aspects of Michigan history.
- Research opportunities for funding and sponsorships for programs.
- Develop program and project budgets
- Schedule, plan and promote programs.
- Coordinate training in program delivery and staffing.
- Work with community advisory and support groups as assigned, including the Michigan Freedom Trail Commission and the Underwater Salvage and Preserve Committee.
- Coordinate evaluation and continuous improvement.
- Maintain records and prepare reports and correspondence related to the work.

Duty 2

General Summary:

Percentage: 20

Serve as project manager for the Preserving Nuestra Historia program.

Individual tasks related to the duty:

- Oversee implementation of the 2025 IMLS Museums for American Grant, including keeping project on schedule and on budget.
- Gather and document Michigan Latino/a/x history using a wide range of research methods, including oral history, and create history documentation files that others can use in the future.
- Develop and present lectures and demonstrations with project partners,
- Research primary and secondary sources of historical data to verify accuracy of information and to gather information for the project.
- Support the development of digital resources for sharing project materials.

Duty 3

General Summary:

Percentage: 10

Oversee the Michigan Heritage Trails Program

Individual tasks related to the duty:

- Evaluate ways to strengthen the program, including taking full public communications and education advantage of program products.
- Review and approve interpretive signage for historical accuracy, grammar, and overall communications effectiveness.
- Guide consideration of a formal Heritage Trail designation program.
- Seek outside sources of funding through government and private grants.

Duty 4

General Summary:

Percentage: 10

Oversee the Michigan Historical Marker Program

Individual tasks related to the duty:

- Provide support to communities, particularly those underrepresented in the existing markers, to develop and submit marker applications through one-on-one meetings, community input sessions, and other tools.
- Review all new or replacement marker texts for historical accuracy, grammar, and Michigan Historical Commission style.
- Manage the Eastern Michigan University graduate assistant partnership, including recruiting, training, and coaching the selected graduate assistant.
- Support the efforts of the marker coordinator to streamline processes and use of marker information.
- Manage the Michigan History Center/Michigan Historical Commission Marker Review Project, including seeking grants and other funding.
- Develop ways to use the markers to further public engagement, education, and tourism.

Duty 5

General Summary:

Percentage: 15

Manage Michigan History Center community outreach operations in a manner that ensures effective use of resources and timely delivery of projects and programs.

Individual tasks related to the duty:

- Coordinate activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- Evaluate and verify employee performance through the review of completed work assignments and work techniques.
- Identify staff development and training needs and ensure that training is obtained.
- Ensure proper labor relations and conditions of employment are maintained.
- Manage program budgets.
- Ensure compliance with state and departmental policies and procedures.
- Write grant applications to fund community outreach work.
- Maintain records and prepare reports for grants.
- Monitor and evaluate program and organizational performance to assess efficiency and effectiveness.

Duty 6

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Serve on the MHC's DEI team.
- Serve on MHC and DNR teams

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Staff assignments, Staff evaluation, Project implementation plans and schedules, Spending within allotted budget.

17. Describe the types of decisions that require the supervisor's review.

Final decision on new initiatives, Major modification of allotted budget, Final decision on sources to approach for potential outside funding, Changes in staff job descriptions requiring significant change in duties, Selection and composition of external collaboration, Staff hiring or formal discipline that may result in dismissal.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Duties performed in a typical office setting, prolonged periods of sitting and standing, travel within Michigan to meetings and museums/historic sites, and leading public interaction. Programs and events may include prolonged periods of standing, walking, and lifting heavy objects.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
DAVIS, MICHELLE R	DEPARTMENTAL ANALYST-E P11	SPEGEL, DANIEL D	HISTORIAN-A 12
ARWADY, STEPHANIE	HISTORIAN-E P11		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

- Oversee and manage the MHC's statewide programs.
- Lead history aspects of DNR's broadening access effort.
- Direct staff involved in statewide community-based programs, including the heritage trail coordinator and the historical marker coordinator.
- Manage allocated budgets and implement project plans.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

25. What is the function of the work area and how does this position fit into that function?

The work area provides Center-wide management of statewide community-based programs. It emphasizes equity, inclusion and accessibility in all center programs. This position is responsible for the operation of the Statewide Programs Unit and for managing staff and helping them contribute to excellence in all aspects of the Center's programs.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a master's degree in history, art history, museum studies, anthropology, American studies, architecture, architectural history, urban planning, library/information science, historic preservation, or archival management.

EXPERIENCE:

Historian Manager 13

Four years of professional, post-master's experience equivalent to an Historian, including two years equivalent to an Historian P11 or one year equivalent to an Historian 12 or Historian Manager 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of training and supervisory techniques.
- Knowledge of personnel policies, procedures, laws, and regulations.
- Knowledge of equal employment opportunity policies and procedures.
- Knowledge of methods and techniques used in museum education or history appreciation programs and activities.
- Knowledge of Michigan history.
- Ability to instruct, direct, and evaluate employees.
- Ability to organize, coordinate, and oversee activities of a work area or team.
- Ability to conduct, synthesize, and interpret historical research.
- Ability to orally communicate ideas and information effectively.
- Ability to maintain favorable public relations.
- Ability to write and edit history texts for accuracy, grammar and clarity
- Ability to work with varied community members and organizations

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/a

I certify that the entries on these pages are accurate and complete.

ALLISON MARSTON

1/20/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date