

New York State Department of Civil Service
Division of Classification & Compensation

Classification Standard

Occ. Code 3837100

Historic Site Assistant, Grade 11	3837100
Historic Site Manager C, Grade 18	3837370
Historic Site Manager B, Grade 21	3837350
Historic Site Manager B (Ganondagan State Historic Site), Grade 21	3837375
Historic Site Manager A, Grade 23	3837300
Historic Site Regional Supervisor, M-1	3840400
Chief Historic Site and Park Services, M-2	3838100

Brief Description of Class

Positions in this title series are engaged in operational, technical, administrative, and professional activities, requiring specialized training and experience, to oversee and maintain historic sites, and programs and activities related to those sites. They may also provide advice and assistance to parks and other facilities with historic structures and landscapes.

These positions are only classified at the Office of Parks, Recreation and Historic Preservation (OPRHP).

Distinguishing Characteristics

Historic Site Assistant: first supervisory level; assists management in all aspects of site operations, supervises work crews and volunteers, and may supervise a small site or manage a site or program on an assigned day; typically reports to a Historic Site Manager.

Historic Site Manager A, B, and C: second supervisory level; applies professional and technical knowledge and skills to oversee all operations and activities at an assigned historic site; limited to one position per site; levels within the series are determined by application of a point formula that numerically ranks sites against each other, as found in the Appendix Section.

Historic Site Manager B (Ganondagan State Historic Site): non-competitive jurisdictional class; one position class found only at Ganondagan State Historic Site; distinguishing characteristics and illustrative duties are the same as Historic Site Manager B.

Historic Site Regional Supervisor: regional supervisor; directs the activities at all historic sites within an assigned region or group of regions.

Chief Historic Site and Park Services: one position class; bureau chief for Historic Site and Park Services Bureau in the Division for Historic Preservation Services; directs technical and professional operations at the bureau's laboratories and research facilities; determines what services will be provided to the State Historic Site program, working with the Regional Managers for Parks and Recreation and executive staff.

Illustrative Tasks

Historic Site Assistant

Assists in various site operations, by performing technical services in support of the site's programs.

Assists in operations and coordinates operations in the absence of the Historic Site Manager or Interpretive Program Assistant.

Assists in interpretation by giving tours, presenting programs, and developing and implementing programs and exhibits.

Identifies, documents, and cares for objects and assists in maintaining collections.

Performs periodic inventories of collections and documents.

Trains and supervises volunteers and staff.

Supervises grounds maintenance.

Assists restoration crews.

May oversee and perform all functions and activities for components of the site's operations.

Historic Site Manager A, B, B (Ganondagan State Historic Site) and C

Applies technical and professional standards and guidelines to oversee and coordinate all activities at an assigned historic site.

Develops, writes, and implements the site's master plan.

Supervises all staff and volunteers.

Works with Division for Historic Preservation Services, local organizations and governments to promote the site and its programs and encourage their support for, participation in, and use of the site.

Conducts research about the site and people and events related to it.

Prepares the budget and administers finances.

Schedules, monitors, and coordinates work projects, restoration crews, and contractors.

Plans and supervises site security.

Administers rules, regulations, and policies.

Ensures the historical accuracy of exhibits, interpretation activities, structures, and landscape.

Prepares reports about activities.

Monitors and helps coordinate archaeology, collections care, and restoration programs.

Coordinates all activities of friends groups, volunteer organizations that support site activities and programs, and serves as an ex officio member of all friends' committees.

Develops, supervises, and conducts programs, special events, and public relations.

Historic Site Regional Supervisor

Oversees and coordinates the historic sites program and other historic preservation activities in an assigned region or group of regions.

Reviews and evaluates the effectiveness of site programs.

Coordinates activities among the sites.

Supervises staff and identifies training needs and ensures staff receive training.

Develops and implements the regional historic site budget.

Establishes priorities for restoration and maintenance projects and assigns staff and resources to meet the priorities.

Plans and coordinates the activities of the regional restoration and maintenance crews.

Prepares the staffing plan for permanent and seasonal positions.

Monitors and enforces rules, regulations, and policies.

Reviews and approves requisitions and purchases.

Prepares and reviews reports.

Plans and coordinates the public relations program for historic preservation in the region, including developing contacts, representing the agency to the public and other government agencies, and coordinating the activities of regional volunteer and advisory groups.

Coordinates administrative functions for the regional historic preservation program.

Chief Historic Site and Park Services

Directs collection management and care, exhibit design and construction, site interpretation, research, and building and landscape preservation, which provide technical support services to historic sites and parks with historic resources.

Coordinates personnel for Bureau of Historic Site and Park Services at the Peebles Island offices and laboratories.

Monitors expenditures and coordinates the bureau's project planning and resource allocation.

Interacts with the regional programs and the technical units by meeting with them to discuss and determine their needs, providing technical assistance to implement policies, projects, and programs, resolving technical service problems, and coordinating the provision of technical services.

Assists the director in formulating policy, reviewing regional budgets and operations, and setting priorities for the regions.

Minimum Qualifications

Historic Site Assistant

Open Competitive: one year of experience in a historic house museum, in a historical society, with the history section of a museum, in the department of a governmental agency having responsibility for historic museums or historic sites, in an art gallery or in a cultural center; or an associate's degree or higher with 15 semester credit hours of undergraduate or graduate course work in museum studies, United States history, art history, historic archaeology, historic landscapes, architectural history, Afro/American studies, Native American studies, or women's studies.

Historic Site Manager C

Promotion: one year of service in an OPRHP position at or above Grade 11.

Open Competitive: Bachelor's degree and two years of general experience, in museum or historic site operations involving collection management, education, research and/or exhibition, including one year of administrative experience at a historic house, historic site, historic section of a museum, or with a government agency or program having responsibility for historic houses, museums, historic sites, or historic parks.

Historic Site Manager B

Promotion: one year of service as a Historic Site Manager C, or Interpretive Program Assistant.

Open Competitive: a bachelor's degree and three years of general experience as described under Historic Site Manager C, including two years of administrative experience.

Historic Site Manager B (Ganondagan State Historic Site)

Non-competitive: three years of professional experience at a historic site, museum, or government agency dealing with Native American studies.

Historic Site Manager A

Promotion: one year of service as a Historic Site Manager B, Historic Site Manager C, or Historic Site Manager B Ganondagan State Historic Site.

Open Competitive: a bachelor's degree and four years of general experience as described under Historic Site Manager C, including four years of administrative experience.

Historic Site Regional Supervisor

Promotion: one year of service as a Historic Site Manager A; Senior Historic Site Restoration Coordinator; Historic Preservation Program Coordinator; or two years of service as a Historic Site Manager B; Historic Site Restoration Coordinator; or three years of service as a Historic Site Manager C; Historic Preservation Program Analyst.

Chief Historic Site and Park Services

Promotion: one year of service as a Historic Site Regional Supervisor, Historic Site Manager A, Museum Registrar, Historic Preservation Program Coordinator, or Senior Historic Site Restoration Coordinator.

Open Competitive: a master's degree in Museum Studies, History, Historic Preservation, Architectural History, American Studies, Architecture, Archaeology,

Anthropology or a degree relating directly to these areas, and five years of professional experience in museum or historic site operations involving collection management, education, research and/or exhibition, including two years of management/administrative level experience for an entire program at a historic house, historic site, historic section of a museum, or with a government agency or program having responsibility for historic houses, museums, historic sites, or historic parks.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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