

State of Alabama
Personnel Department
64 North Union Street
P.O. Box 304100
Montgomery, AL 36130-4100
(334) 242-3389

Internet: www.personnel.state.al.us

CURATOR, COORDINATOR – 30453
GENERAL OPTION – 003
\$37,960.80 - \$63,468.00

Department: Alabama Historical Commission
Location: Lawrence County

TYPE OF EXAMINATION

An **open-competitive** register will be established. Qualified applicants will be evaluated based on the training and experience as shown on their application form. This evaluation of training and experience will comprise 100% of the final grade.

QUALIFICATIONS NEEDED TO APPLY

You must have **all** of the following to qualify:

- Master's degree from an accredited* college or university in museum education, museum studies, history, social sciences education, archaeology or a closely related field and three years work experience in museum collections, museum exhibits and/or museum education.
- OR
- Bachelor's degree from an accredited* college or university in museum education, museum studies, history, social sciences education, archaeology or a closely related field and five years work experience in museum collections, museum exhibits and/or museum education.

SPECIAL REQUIREMENT

Applicants must possess a valid Alabama driver's license at the time of their appointment. Some statewide travel is required.

KIND OF WORK

This is supervisory and administrative curatorial work in planning and directing curatorial programs and exhibits, and research projects. Work involves all facets of collections management including developing and implementing proper storage techniques, developing acquisition policies and procedures; cataloging and conservation of artifacts; and conducting and overseeing complex research projects. Employees in this class also organize and implement programs and policies initiated by the department and museum director, and conduct complex research connected with collections and exhibits for the management of museum holdings.

HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center Office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **April 16, 2008**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied and facsimile applications are accepted. Our fax number is (334) 242-1110.

Individuals currently on the register MUST reapply to remain eligible for employment.

Applicants are encouraged to apply on-line at: www.personnel.state.al.us

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

***Please refer to the back of this announcement or the State Personnel web site for complete information on our policy for accepting post-secondary and advanced degrees.**

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.