



**JOB INFORMATION**

Job Code	AB04B
Job Description Title	Curator II, Natural Sciences
Pay Grade	LM08
Range Minimum	\$44,590
33rd %	\$53,510
Range Midpoint	\$57,970
67th %	\$62,430
Range Maximum	\$71,350
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

**JOB FAMILY AND FUNCTION**

Job Family:	Libraries, Archives & Museums
Job Function:	Curator

**JOB SUMMARY**

Provides curatorial management for the University to include maintaining collections and databases.

**RESPONSIBILITIES**

- Identifies, accessions, catalogues, maintains, preserves, restores and disposes of collections.
- Creates and maintains databases, field notes, and other associated records and documentation.
- Builds and improves collections.
- Provides public tours and assists teachers, students and visiting researchers.
- Assists faculty, executives, study teams and student groups with projects.
- Obtains funding for collections operation.
- May prepare manuscripts for submission to journals.
- May coordinate and oversee the maintenance of facilities and grounds.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree related to specific scientific area	and	2 years of	Experience in the procurement and maintenance of collections for exhibition	

Substitutions Allowed for Experience: Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

**Vision Requirements:**

Ability to see information in print and/or electronically and distinguish colors.