

Director of Numismatics

Department: Numismatics/PM Ops	Job Status: Full Time
FLSA Status: Exempt	Reports To: Chief Operations Officer
Grade/Level:	Amount of Travel Required: Occasional
Work Schedule: Mon-Fri, Occasional Sat, Sun and O/T	Positions Supervised: Numismatic & PM Ops Teams
Location: Downtown	

POSITION SUMMARY

The Director of Numismatics is responsible for the management, growth, training and performance of the Numismatic and PM Ops teams. The Director is responsible for leading growth initiatives that will significantly increase the value of the contribution of the Numismatic Team. The Director is in charge of the Third-Party-Inventory (TPI) project and is responsible for its growth and profitability. The Director uses their influence and reputation to expand the Dealer-Vendor TPI network. The Director is in charge of the Numismatic Team at coin shows and travels across the country to attend these major events. The Director is the arbiter of purchasing decisions at these shows. The Director updates and maintains the buying guidelines used at these shows.

The Director assesses the knowledge of the numismatic staff and mentors them about areas of Numismatics of which they have limited knowledge. The Director works with the Numismatic and PM Ops Teams to consistently keep products moving quickly from Receiving, through the Evaluation area and onto the APMEX website. The Director also has full responsibility for decisions around the Company's Dead Inventory position and looks for a variety of ways to reduce those numbers on an annual basis. The Director approves all coins and currency selected for submission to the grading services and maintains excellent relationships with all of the major grading services. The Director also reviews and coordinates the Metrics of the Numismatic and PM Ops Teams.

The Director also has overall responsibility to assess the talent on the PM Ops team on an on-going basis and to recommend which members of the PM Ops team can be promoted to the Numismatic team. The Director is also responsible for scheduling the internal numismatic education of this team. Together with the PM Ops Supervisor, they administer the growth of the PM Ops team and provide leadership and assistance to the Team.

The Director of Numismatics is the leader of these two teams, whether in the office, or on the bourse floor.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Managing how the Numismatic Team is evaluating a wide range of numismatic, semi-numismatic and bullion products, on a daily basis, for further evaluation, grading, wholesaling, auctioning or loading into the system.
- Reporting and defining new metrics for the teams is critically important and required. Reporting metrics to Senior Management is required and of critical importance.

- Determining which members of the Numismatic and PM Ops teams can manage and improve an important task such as Evaluation, Dead Inventory, Grading Submissions, or Purchasing and delegating that responsibility to them.
- Managing the TPI project and growing it through existing and new relationships with national coin dealers are KPI's. Growth of SKUs, expansion of the breadth of new products and streamlining of the process are all overseen by the Director.
- Overseeing the management of the life cycle of products in the Evaluation area. The goal is to move them swiftly through the area after they have been fully evaluated.
- Oversee the acquisition of new inventory by the Numismatic Team either by utilizing existing coin dealer relationships or by establishing new relationships with coin dealers in the industry. Purchases can be made via the phone, CCE or at coin shows. Strict adherence to pricing guidelines by the team is a must.
- Continually monitor and improve all processes undertaken by both the Numismatic and PM Ops Teams. .
- Determine and implement safe and effective curation methods.
- Continually gather and disseminate professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- A demonstrated knowledge of and expertise in accurately grading and accurately authenticating a wide variety of numismatic items, semi-numismatic items and bullion, and esoteric items such as currency, token and medals is require.

POSITION QUALIFICATIONS

Competency Statement(s)

- **Adaptability/Flexibility:** Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs.
- **Communication:** Extremely strong Communication Skills, both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas both up and down the chain of command, has good listening skills.
- **Computer Skills:** Skilled in the use of computers, adapts to new technology, keeps abreast of changes, learns new programs quickly, uses computers to improve productivity.
- **Decision Making/Judgment:** Recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, and communicates decisions to others.
- **Dependability:** Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, and meets attendance/punctuality requirements.
- **Initiative:** Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development.
- **Management:** Understands how to manage diverse groups of people; has an ability to inspire achievement and develop talent.

- **Product Knowledge:** Has a large depth of knowledge of numismatics and can educate and explain product features/benefits, understands/sells the full arena of numismatic products and of bullion and semi-numismatic product lines, understands the Company's needs and operations, understands/responds to the competition, applies market knowledge.
- **Quality:** Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.
- **Teamwork:** Inspires all team members to meet all team deadlines and responsibilities, listens to others and values opinions, helps team members to meet goals, welcomes newcomers and promotes a team atmosphere.

SKILLS & ABILITIES

Education: Bachelor's degree in Accounting, Business Administration, Marketing, or a related field is preferred or having significant and comparable numismatic industry management experience.

Experience:

- Knowledge of managing people is required.
- Knowledge of an extremely wide array of numismatic items is required.
- Knowledge and significant experience in grading numismatic items is required.
- Knowledge of authentication of numismatic items is required.
- Experience in financial, bullion or coin industries is required.
- Significant experience buying and selling numismatic items is required.
- Significant knowledge of grading services benefits and procedures is desirable.
- Experience mentoring others is required.
- In-depth business relationships with a significant number of professional coin dealers are desirable.
- Experience working cross functionally

Computer Skills: Advanced skills in Microsoft Excel required. Intermediate skills with other Microsoft Office products

Certificates & Licenses: N/A

Other Requirements:

PHYSICAL DEMANDS

Physical Demands

Stand	N
Walk	N
Sit	N
Handling / Fingering	N
Reach Outward	N
Reach Above Shoulder	N
Climb	N
Crawl	N
Squat or Kneel	N
Bend	N

Lift/Carry

10 lbs or less	N
11-20 lbs	N
21-50 lbs	N
51-100 lbs	N
Over 100 lbs	N

Push/Pull

12 lbs or less	N
13-25 lbs	N
26-40 lbs	N
41-100 lbs	N

N (Not Applicable) Activity is not applicable to this occupation.
O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Visual Requirements (check all that apply)

<input type="checkbox"/>	Close vision (clear vision at 20 inches or less)
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<input type="checkbox"/>	Distance vision (clear vision at 20 feet or more)
<input type="checkbox"/>	Color vision (ability to identify and distinguish colors)
<input type="checkbox"/>	Peripheral vision (ability to observe up and down, left and right while eyes are fixed on a given point)
<input type="checkbox"/>	Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
<input type="checkbox"/>	Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
<input type="checkbox"/>	No special vision requirements

WORK ENVIRONMENT

Work environment varies from office to job site to industrial locations

Prepared by: _____ Date: _____

Employee Signature: _____ Date: _____

Approval Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.