

## **Job Description: MUSEUM ASSISTANT**

**CLASS NO.** 111

**EEOC CATEGORY:** Office and Clerical

**PAY GROUP:** 10

**FLSA:** Nonexempt

### **SUMMARY OF POSITION**

Coordinates daily with the County Librarian in regards to the day to day operations of the Museum. Assists in the overall management of the museum.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: County Librarian
2. Directs: This is a non-supervisory position.
3. Other: Has contact with various governmental entities, other county employees, and the general public.

### **EXAMPLES OF WORK**

#### Essential Duties\*

Assists with the acquisition, organization, cataloging and preservation of museum collections;

Documents and maintains database file;

Assists in planning, developing and creation of interpretive exhibits;

Museum Artifacts – Inventory of all artifacts.

Visitor greeter, tour guide, and office duties, phones, supplies, etc.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to operate collection management databases;

Knowledge of museum cataloging procedures; knowledge of museum cataloging terminology;

Ability to convert various media for website access.

\*For the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
Updated and Approved CC 9/13/2016

**CLASS NO. 111 (Continued)**

*Skill/Ability to:* operate a computer, operate standard office equipment, including copy machine, fax, calculator, and typewriter; establish and maintain effective working relationships with representatives of various governmental agencies, and other county employees, and the general public; and demonstrate proficiency in both oral and written communication.

**ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation, or its equivalent;

Prior training in filing and researching materials;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.