



## JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

### Museum Assistant

**Department:** Recreation  
**Pay Grade:** 104  
**FLSA Status:** Non-exempt

#### JOB SUMMARY

Responsible work in the Museum gift shop operation, presentation of Museum Education Programs, historical research, exhibit design and construction, and clerical work. Work is performed under the general supervision of the Museum Manager.

#### ESSENTIAL JOB FUNCTIONS

- Performs general computer operations, merchandise restocking, museum opening and closing, and public relations.
- Conducts researches of primary sources pertaining to local history and the development of materials for the general public.
- Coordinates and oversees Museum volunteers.
- Performs typing, photocopying, data entry, report writing, and other clerical functions.
- Collects fees, sells merchandise, operates cash register, and prepares daily cash reports.
- Performs minor maintenance, grounds-keeping, and custodial duties as required.
- Performs other job duties as assigned.

#### QUALIFICATIONS

##### **Education and Experience:**

High School Diploma or an acceptable equivalency diploma (GED). Associate's Degree preferred. Two (2) years of related experience.

##### **Special Qualifications:**

- Possession of a valid State of Florida Driver's License.

**Knowledge, Skills and Abilities:**

- Knowledge of museums.
- Knowledge of conducting research.
- Knowledge of basic bookkeeping and office skills.
- Ability to work independently.
- Ability to deal with the general public effectively.
- Ability to communicate both orally and in writing.
- Skill in basic computer input, typing, retail, and composition.

**PHYSICAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORK ENVIRONMENT**

Work is performed indoors.