Job Description

Job Title:	Museum Assistant	Classification:	Unclassified
Department:	Parks and Recreation	Grade:	505
Occupational Group:	Administrative Support	FLSA:	Non-Exempt
Status:	Part-Time	Supervisory:	No

Primary Purpose

Under general supervision; provides a variety of activities to support the operation and programming of the Museum.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Provides coverage for the reception desk, admissions, and the gift shop during peak times or to relieve staff to perform other duties as required.
2. Assists with museum events, exhibits, programs, and events as needed.
3. Cleans and maintains the museum facility and exhibits.
4. Assists with research and development of specific exhibits.
5. Assists with care and cataloguing of collections.
6. Contributes effectively to the Parks Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: General office management principles and practices including records maintenance; operating policies and procedures of the Museum; cash handling policies and guidelines of the City; museum collections and exhibits; Microsoft Office Suite.

Skill in: Communicating clearly and effectively, orally and in writing, with the public, community organizations, tourism providers, departmental staff, and other City employees as required; reading and interpreting policies and procedures; preparing a variety of reports, records, and correspondences; maintaining filing and recordkeeping systems; operating a variety of office equipment such as typewriters, copiers, calculators, fax machine, telephone, computer, and computer software applications**;** interacting positively with a diverse population; Microsoft Office Suite.

Education: High school diploma or GED equivalent required. College coursework in Museum Studies, Museum Science, or related discipline relevant to the Museum is preferred, but not required.

Experience: One year of customer service, cash handling, or museum experience is preferred, but not required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

Employees work in an office environment with limited noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position and job title
Revision details: City-wide job description revision and updates; job title change from Recreation Instructor.	