



## Job Description

### Museum Assistant

Pay Grade: G02

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**Employment Status:** Part-Time

**FLSA Status:** Non-exempt

**Experience Required:** Two (2) years of related experience.

**Minimum Education Requirements:** High School Diploma or G.E.D.

**Department:** Recreation.

**Direct Supervisor:** Museum Manager.

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Works inside in an office setting.

**Certification:** Valid State of Florida driver's license.

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**Job Summary:** Performs responsible work in the Museum gift shop operation, presentation of Museum Education Programs, historical research, exhibit design and construction, and clerical work.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Perform general computer operations, merchandise restocking, museum opening and closing.
- Work with general public providing strong customer service and public relations.
- Conduct research of primary sources pertaining to local history and the development of materials for the general public.
- Coordinate and oversee Museum volunteers; process volunteer screening within city guidelines.
- Perform typing, photocopying, data entry, report writing, and other clerical functions.
- Collect fees, sell merchandise, operate cash register, and prepare daily cash reports.
- Perform minor maintenance, grounds-keeping, and custodial duties as required.
- Catalog new and existing materials for museum library.
- Perform other job duties as assigned.

### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Modern office methods, practices, and equipment in retail environment.
- Principles and methods of professional museum services.
- City's functions, policies, and procedures.

#### Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Basic bookkeeping and office skills.
- Follow and relay oral and written instructions, policies and procedures.



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- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

#### Abilities

- Conducting research.
- Work independently.
- Operate a cash register and handle daily cash reports.
- Meet and deal courteously with the general public.
- Input and access data from a computer.
- Type at the prescribed speed.

#### Physical Demands

The work is light work which requires exerting up 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. 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.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date