

LINN COUNTY CLASSIFICATION

TITLE: MUSEUM ATTENDANT
NUMBER: 830
PAY RANGE: 02
CATEGORY: OPEU

APPROVAL ORDER
NUMBER: 99-551
DATE: October 20, 1999

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Guide visitors through the Museum. Protect, display and catalog collection. Help coordinate activities of Museum volunteers.

SUPERVISION RECEIVED: Works under the supervision of the Director of Parks & Recreation who provides administrative direction and reviews work for results obtained.

SUPERVISION EXERCISED: Task supervision and scheduling of part-time museum staff is a normal responsibility of this position; responsibility does not include evaluation or discipline activities.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Open and close Museum; greet Museum visitors and provide them with information about the collection.
2. Protect collection through proper storage and display techniques and watch visitors to prevent theft.
3. Perform basic custodial services for the Museum and Moyer House.
4. Identify needed supply purchases and notify Parks Department personnel who secure the items.
5. Identify needed repairs to the Museum and Moyer House and notify Parks Department personnel who execute the repairs.
6. Help coordinate the activities of the Museum and Moyer House volunteers.
7. Transfer donated money to the Linn County Treasurer.
8. Lock and secure buildings and respond to security alarms.
9. Sort and catalog Museum collection items.
10. Build new exhibits and plan new programs.
11. Attend meetings relating to Museum practices and promotions.
12. Keep records of volunteers, tourists and monies received.

13. Review payroll for part-time employees.
14. Develop and maintain effective, harmonious and reasonable work relationships with others.
15. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

16. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Ability to meet, communicate both orally and in writing with and deal courteously with the public. Ability to develop and maintain effective working relationships with volunteers, historical organizations and fellow employees. Knowledge in basic museum practices and the ability to learn assigned clerical and museum operational tasks. Ability to perform basic custodial tasks. Ability to work independently with minimal supervision.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.