



CLASS SPECIFICATION

Class Code: 4007
Date Est: 7/73
Last Rev: 2/2006
Last Title Chg:
FLSA: non-exempt

ASSISTANT CURATOR (SEASONAL ASSISTANT CURATOR)

DEFINITION

Under general supervision, assists with the maintenance and operation of a County museum facility; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of full-time experience conducting public tours or Environmental Interpretation programs and performing fiscal record keeping work; OR an equivalent combination of training and experience. Graduation from high school or GED.

LICENSE OR CERTIFICATE

NA

SUPERVISION EXERCISED

Serves as lead worker over support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Greet the public and provide information concerning museum facility use, policies, and regulations.

Make tour reservations and conduct guided tours of a museum facility, providing brief descriptions and background on the facility and items.

Answer a variety of inquiries from the public.

Sell tickets, post receipts, and maintain financial records of a museum facility.

Maintain and prepare reports of facility activities including fees collected, public attendance, and facility use.

May show client rooms and facilities available for public use, schedule use for public events and complete requisite paperwork.

Provide work coordination, training, and guidance for other facility staff.

Set-up facilities and rooms for events.

Perform routine maintenance and housekeeping tasks to prepare and maintain park facilities for public use.

Conduct historical or other research relating the assigned facility.

May open and close the facility.

May have responsibility for operations of the facility in the absence of the supervisor or facility director.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

The rules and regulations pertaining to the use of a County museum facility where assigned.

Museum displays and background at an assigned facility.

Ability to:

Independently perform work assignments in an assigned museum facility.

Provide lead direction, coordination, and orientation for other staff.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Mathematics.

Bookkeeping and accounting principles, methods, and procedures.

General principles and practices related to the use of a public museum facility.

Ability to:

Provide assistance and support for the operations and use of public museum facility.

Keep and maintain accurate records.

Perform mathematical calculations

Interpret and enforce rules, policies, and regulations of a public museum facility.

Communicate effectively and courteously with the public.

Establish and maintain effective working relationships with co-workers and the public.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit, stand and walk for extended periods. Ability to frequently climb stairs. Work is performed indoors in a museum facility and occasionally may be performed outdoors in varying temperatures and weather conditions. Ability to use office equipment including computer, telephone, calculator, copier, and FAX machine. Ability to work weekends and holidays. Ability to lift and carry objects weighing up to 25 pounds.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.