

**Job Title: Assistant Director Museum**

**Department:** Museum  
**Immediate Supervisor:** Director Museum

**BRIEF DESCRIPTION OF THE JOB:** Assists the Director to plan, design and build exhibits. Maintains the museum collection and assists with the education programs.

**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time      Physical Strength Code

1) Plans and develops museum exhibits by performing research, identifying artifacts, producing exhibit labels, preparing exhibit space, preparing artifacts for display, maintaining exhibits and installing exhibits.	30%	L
2) Maintains the museum collection by organizing and conducting committee meetings, producing and maintaining donation agreements and records, cataloging and storing artifacts, performing minor conservation work, supervising volunteers, performing research and cataloging the museum's older collections.	30%	L
3) Planning and implementing educational programs by answering and assisting the general public with questions, assisting with the designing educational programs for children, assisting with the planning and conducting school tours, providing off-site programs for schools and community groups and updating education al materials.	20%	S
4) Assists the Director with the basic operations of the museum by greeting visitors, assisting in the bookstore, performing minor building maintenance, raising and lowering flags, answering telephones, performing clerical work, maintaining basic building security and assisting in the preparation for special events.	20%	L
<p><b><u>Physical Strength Column:</u>    S - Sedentary    L - Light    M - Medium    H - Heavy    VH - Very Heavy</b></p>		

**PHYSICAL DEMANDS**

*Overall Physical Strength Demands:*

\_\_\_\_\_ Sedentary     X  Light    \_\_\_\_\_ Medium    \_\_\_\_\_ Heavy    \_\_\_\_\_ Very Heavy

*Codes: for each physical demand code listed:*

*C = Continuously    F = Frequently    O = Occasionally    R = Rarely    N= Never*

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

Physical Demands	Frequency Code	Description
Standing	F	Performing tours, assisting the public
Sitting	F	Desk work
Walking	O	To other offices, around museum
Lifting	O	Artifacts
Carrying	O	Ladder, boxes
Pulling	R	Dolly
Pushing	R	Dolly
Using Fine Dexterity	F	Computer keyboard, cataloging artifacts
Reaching	O	For items in storage
Kneeling	R	Retrieving items in storage
Crawling	N	
Twisting	N	
Climbing	O	Ladder
Balancing	R	On ladder
Seeing	C	Reading, analyzing artifacts, computer screen, driving
Hearing	C	Communicating with visitors and personnel
Talking	C	Communicating with visitors and personnel
Using Foot Controls	R	Driving

**Machines, Tools, Equipment and Work Aids:**

Computer and related software, acid-free materials for storage, ladder, drill, paint, water hose, exacto knives, mat board, foam board, adhesives, typewriter, tape gun, hygrometer

**Environmental Factors:**

Exposure to and frequency:

D = Daily      S = Seasonal      W=Several Times Per Week      M=Several Times Per Month

<b>ENVIRONMENTAL FACTORS</b>					
Dirt and Dust	Y	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	M	Wetness/Humidity	N	Darkness or Poor Lighting	D

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	W	Chemical Hazards	M	Electrical Hazards	D
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	W	Other (specify)			

<b>PRIMARY WORK LOCATION</b>					
Office Environment	X	Warehouse	X	Shop	X
Vehicle	X	Outdoors	X	Other:	

**Protective Equipment Required:**

Back support

**Non-physical Demands:**

Frequency Codes:      F = Frequently      O = Occasionally      R = Rarely

Time Pressures	F	Emergency Situations	R
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	O	Noisy/Distracting Environment	F

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.

### **Experience:**

Under and including one year experience is required.

### **Certifications and Other Requirements:**

Valid Texas Class C Driver's License

### **Supervisory:**

Work requires occasionally directing helpers, assistants, seasonal employees, interns, or temporary employees.

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

**Signatures - Review and Comment**

I have reviewed this job description and find it to be an accurate description of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.