



Class Code: 9-9999
FLSA: Non Exempt
EEO: 4
Bargaining Unit: N/A
Revised: 7/2021
Grade: G02

MUSEUM ASSISTANT

DEFINITION

Under general direction, performs a variety of basic paraprofessional museum work; performs collections management assistance and other technical support functions, including assisting patrons in the use of museum materials and resources; performs a variety of office support tasks; assists in the development and implementation of public outreach; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized job classification. Incumbents perform a variety of basic museum support and office support functions. Incumbents are expected to be familiar with the policies, functions, and operations of a professional museum.

SUPERVISION RECEIVED AND EXERCISED

Receives specific supervision from supervisory and/or management staff, depending on areas of work assignments. Exercises no supervision over staff.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Performs the processing of incoming donations and other basic collections management activities under general supervision.
- Receives, researches, and answers basic research requests.
- Instructs patrons on museum policies and procedures and the use of museum materials and equipment.
- Assists in the development and implementation of public outreach events for both youths and adults.
- Assist in the implementation of marketing strategies including the creation of marketing material.
- Uses word processing software and professional design software to prepare a variety of materials for both internal communications and communications with the public and media under the general supervision.
- Performs a variety of office support functions for the museums.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Museum procedures, methods and terminology including collection care, research skills and exhibit work.
- General knowledge of museum services and operations, as assigned.

- Processing and cataloging of museum collections (demonstrated knowledge of Past Perfect Museum Software preferred).
- Functional operation of computer systems, peripherals and software applications for office, museum and marketing services.
- Modern office methods and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- General functions of a County museum and related services.

Ability to:

- Perform a variety of museum support assignments.
- Perform specialized museum duties such as cataloging, exhibit installation as directed.
- Work with computerized museum information systems, and databases.
- Perform varied and responsible public outreach assistance assignments.
- Interpret, explain, and apply museum policies and methods.
- Communicate effectively both orally and in writing.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the County Museum System.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Licensing and Certification:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Education and Experience:

One (1) year of previous office and general support work experience.

Or

One (1) year of employment or volunteering at a museum.

Additional directly related education and/or experience may be substituted such as any certification in Museum Studies.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer and will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces; and heights more than five stories above ground level. Incumbents may interact with upset staff and/or

public and private representatives in interpreting and enforcing departmental policies and procedures. Incumbents may also be subject to clients or members of the public afflicted with behavioral disorders or who are under emotionally stressful conditions.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Positions in this class may require local and statewide travel as necessary.

A successful candidate will be required to submit to and pass a background check prior to the appointment. Depending upon the position and/or assigned department, the background check may include but is not limited to civil and criminal history check, reference check, Live Scan, and/or credit check (as allowed under state law).

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all Lake County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and / or County.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.