

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Museum Office Assistant	UNION: 114
CLASS TITLE:	Office Assistant 3	SG: 7
DEPARTMENT:	Museum	CS: N
		FLSA: Y
		EEO4CODE: AS

JOB SUMMARY:

Provides administrative and communications support for Museum administrative office, including word processing, reviewing and editing of drafts and complex desktop publishing. Coordinates public rental of facilities. Provides telephone and public reception during non-public hours or may act as lead for interns or volunteers who may provide telephone and public reception.

SUPERVISORY RELATIONSHIP:

Reports to and receives work assignments from Museum Director. May act as a lead to volunteers, work study students, and interns on selected projects.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Updates and creates forms, brochures, posters, advertisements, schedules, and handbooks used in various divisions to reflect current standards and public information. Assists with graphic material such as flyers, invitations and posters using appropriate software. Works with website manager to update public information and maintain website.
2. Provides administrative and communications support. Works from verbal instructions and handwritten drafts, providing composition, editing and proof reading tasks as requested. Assists Marketing Coordinator and consultants on press releases, regular Museum magazines and reports.
3. Responds to telephone and in-person inquiries from public; provides information about policies, classes, programs and hours. Routes calls to appropriate division or individual.
4. Coordinates Museum facility rentals by the public and other City departments. Assists public with scheduling, showing the building, fee structure, policies, setup requirements and completion of forms by renters. Distributes rental information to the facilities coordinators security/information attendants, custodians and accountant as needed.
5. Oversees inventory of office supplies; orders supplies and stationery as needed or as requested by individual staff. Ensures department follows "green" purchasing policies.
6. In conjunction with public relations consultant, coordinates the distribution of advertising materials such as posters, brochures, magazines, and handbills. Monitors various publications for Museum advertising and public relations materials to track Museum advertising/PR. Produces/maintains files regarding same.
7. Maintains Department master calendar.

8. Assists in preparation and processing of security background checks and new employee paperwork.
9. Assists with timesheet review, entry, and auditing into payroll system.
10. Copies, codes and pays City invoices. Working from specific instructions and procedures, performs various posting and balancing of assigned portions of records and accounts such as payroll, accounts payable or utility billings. May initiate invoices.

ADDITIONAL WORK PERFORMED:

1. May assist with sending mail, packages or special bulk mailings, including acting as lead for volunteers, work study students, and interns.
2. May assist with the planning and setup for Museum special events such as exhibition openings and programs.
3. Performs other related duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge:

- Functions and procedures of the Museum.
- Standard office practices, procedures and equipment.
- Business English, composition, spelling, punctuation and grammar.
- Basic math including the ability to add, subtract, multiply and divide accurately.

Skills:

- Good oral communication skills

Abilities:

- Establish and maintain manual and computerized filing and record keeping systems.
- Explain policies and procedures and to deal with other employees, agencies and the general public using courtesy, tact and good judgment.
- Maintain confidentiality in matters dealing with employees and other sensitive Museum issues.
- Operate standard office equipment such as typewriter, word processor, computer terminal, calculator, fax machine and photocopier and computer programs such as Word, Excel, PowerPoint, and desktop publishing software.
- Read, understand, apply, support and explain City and Museum policies and procedures.
- Work independently, organizing work with a minimum of supervision and work as a member of a team.
- Work quickly, accurately and thoroughly with close attention to detail to meet deadlines in an atmosphere of frequent interruptions.-Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform required tasks, including:
 - visual acuity and manual dexterity sufficient to operate a computer and other office equipment and handle files and paperwork;
 - lifting 10-20 lbs. infrequently, and up to 40lbs approximately once a week.
- Maintain consistent and punctual attendance.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting, subject to interruptions and distractions. Uses standard office equipment including a computer, multi-line phone system, fax machine, scanner and photocopier.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Three (3) years of progressively responsible clerical experience required.
- Ability to type 40 wpm net required; 50 wpm net preferred.
- Reception experience for both public contact and multi-line phone systems required.
- Word processing, computerized record keeping and desktop publishing experience required.
- Reception experience for both public contact and multi-line phone systems required.
- Public relations and/or communications experience preferred.
- Prior museum experience preferred.
- A combination of education and experience that provides the applicant with the required skills, knowledge and ability will be considered.

NECESSARY SPECIAL REQUIREMENT:

-Must pass a Police Department criminal convictions records check

PREPARED BY: D. Zipp
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REVIEWED BY: _____
Patricia Leach, Museum Director