



CITY OF SENECA
221 East North First Street
Seneca, South Carolina 29678
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www.Seneca.SC.US

City Of Seneca – Position Description

Museums Assistant (Part-Time)

Arts, History & Culture

GENERAL PURPOSE

Under general supervision, provides a variety of activities to support the operation and programming of the Museums.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Regular and consistent attendance for the assigned work schedule is essential.

Conduct tours for visitors at the Bertha Lee Strickland Cultural Museum.

Effectively perform basic office clerical tasks including but not limited to:

- Collecting and sorting mail and package deliveries.
- Providing coverage for the reception desk, greeting and assisting visitors during museum opening hours or relieving staff to perform other duties as required.
- Assisting with museum events, exhibits, programs, and events as needed.
- Opening the museum and ensuring the alarm system is properly disarmed or armed as needed.
- Clean and maintain the museum facility and exhibits as needed.
- Answer calls, greet callers, and respond to general inquiries following office best practices; take and deliver messages promptly as needed.
- Contribute effectively to the department of Arts, History, and Culture, communicating effectively with supervisors and co-workers, both within the department as well as outside the department.
- Maintain satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

OTHER DUTIES

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

- **Education:** High school diploma or GED equivalent required.
- **Knowledge of:** General office principles and practices including records maintenance; operating policies and procedures; cash handling policies and guidelines of the City; museum collections and exhibits; Microsoft Office Suite.
- **Skill in:** Communicating clearly and effectively, orally and in writing, with the public, community organizations, tourism providers, departmental staff, and other City employees as required; reading and comprehending policies and procedures; maintaining filing and recordkeeping systems as needed; operating a variety of office equipment such as copiers, telephone, computer, and computer software applications; communicating and interacting positively with a diverse population; Microsoft Office Suite.
- **Experience:** One year of customer service, cash handling, or museum experience is preferred, but not required.

SPECIAL REQUIREMENTS

Valid SC driver's License or ability to obtain one.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This is primarily an office classification although standing in work areas and walking within and between work areas are required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to periodically lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights.

Employees work in an office environment with limited noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.