TITLE:	**Museum Assistant - Merchandiser**	**JOB CODE:**	1123
PREPARED:	6/30/03	**FLSA:**	Non-Exempt
UPDATED:		**REVISION #:**	

Summary: Under general supervision, performs a variety of buyer and staff support activities for the County museum.

Distinguishing Characteristics: This classification is distinguished from the Museum Assistant designation by the added responsibilities for providing buyer services to the Gift Shop.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Greets visitors and explains exhibits; responds to questions regarding the exhibits and the museum facilities.
- Orders and reorders books and other merchandise for use in the Museum Gift Shop; researches various catalogues for new acquisitions.
- Prices, restocks and displays merchandise within the Gift Shop.
- Maintains automated records of book purchases.
- Maintains inventory of books and merchandise.
- Administers memberships, payments and special donations; records information on computer files as well as manual records.
- Handles gift shop purchases; counts cash sales and makes daily deposits.
- Cleans windows and picks up debris.
- Monitors visitors to ensure appropriate behavior is exhibited.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of the history and culture of the City, County and State.
- Knowledge of the methods and practices of purchasing.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in the use of a personal computer.
- Skill in basic math.
- Skill in verbal and written communications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate.
- One year of experience in museum operations and one year of experience in retail sales or tourism.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an internal environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 50 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator and cash register.