



Museum Specialist

Category: Classified
Pay Grade: C20
Job Code: 03344

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs semi-professional work that involves completing a variety of tasks in the County historical museum; oversees and provides support to volunteers working with the collections databases, coordinating research requests in the library and archives, working with volunteers and staff to ensure adherence to museum collections policies and procedures, as well as moderately heavy manual work performing a variety of maintenance tasks in the museum's historic structures, museum galleries, and premises.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Provides support to volunteers engaged in processing artifacts, library books, and photographs through computer database;
- Coordinates public research requests for library and archives;
- Serves as staff liaison with volunteers on conservation and collections committees to ensure adherence to museum collections and procedures;
- Acts as initial point of contact for potential donors;
- Researches and/or consults with museum professionals on unique maintenance and/or restoration projects;
- Performs maintenance on historic structures and artifacts following established guidelines as to not cause damage or harm to any artifact;
- Oversees the weekly cleaning of Heritage Villages twenty (20) historic structures, archives and library;
- Oversees the annual cleaning of Heritage Villages twenty (20) historic structures in addition to two (2) museum galleries;
- Maintains museum exhibits in historic structures and in museum galleries;
- Reports damages to historic structures, tools, and equipment for required repairs;
- Serves as safety lead for ongoing safety checks in museum, historic structures, and on grounds;
- Serves as volunteer lead for special large group projects at the museum;
- Works with vendors providing services at the museum;
- Exercises tact and courtesy in providing information and assistance to museum visitors upon request;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

A Bachelor's degree plus one (1) year of experience in museum work, history, or related field; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of Florida history;
- Skill in working with data entry and computer databases;
- Ability to understand and follow basic oral and written instructions;
- Ability to learn and apply historic home housekeeping methods;
- Ability to use computer-based applications such as Excel, Word, Powerpoint, and others as required by position;
- Ability to work outdoors as needed under adverse conditions;
- Ability to supervise and coordinate the work of individuals and groups of volunteers;
- Ability to recognize safety hazards and to take precautionary methods to protect personnel and equipment;
- Ability to endure long periods of standing and walking and possession of sufficient physical strength and perform a variety of manual tasks.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** Sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.