

**JOB DESCRIPTION**

**JOB TITLE:** Registrar / Administrative Assistant

**DEPARTMENT:** Museum

**REPORTS TO:** Curator and/or Director

**PRINCIPAL PURPOSE OF JOB:** This part-time position not to exceed 30 hours per week is responsible for assisting with the care of the Museum's collection. Also responsible for organizing and maintaining the Museum's archives and library and for the performance of various administrative duties.

**LEVEL OF AUTHORITY:** Performs duties under the guidance of the Curator and in the Curator's absence, the Director. All actions and decisions directly impact the public's perception of the Museum and influence the quality of the Museum's mission and the enjoyment of its visitors.

**WORK ENVIRONMENT:** Work is performed primarily within the Anacortes Museum and adjacent grounds.

**ESSENTIAL JOB FUNCTIONS:**

1. Responsible for organizing and maintaining the library and archival collections, including photographs.
2. Responsible for coordinating and regulating access of research patrons to archival collection.
3. Maintains Museum's administrative files.
4. Organizes and maintains Museum's collection documents and related forms.

5. Maintains records of the collection via a computerized cataloguing system.
6. Maintains and monitors the security and accounting of cash received from Museum visitors and completes weekly and/or monthly financial statements.
7. Processes purchase orders.
8. Monitors use of the copy machine and maintain accounting for usage fees.
9. Responsible for answering the telephone in a timely and professional manner.
10. Responsible for typing and filing Museum correspondence, forms and reports.
11. Assists with word processing and other computer work as it relates to the administrative duties of the job and the care/documentation of the Museum collection.
12. Assists with efforts to keep the building clean and safe for visitors.
13. Provides support and guidance for volunteers as needed.
14. Coordinates and performs periodic inventories of the Museum's collections.
15. Prepares and assists with activities during Museum special events.
16. Assists with other aspects of Museum work as needed.

**QUALIFICATIONS:**

**Technical**

1. Must have a Bachelors Degree, preferably in history or a related field.
2. Must have experience working with computer and a familiarity with Microsoft Word. Preferable to also have the ability to use other types of computer software.
3. Must have the ability to write effectively and clearly.
4. Must have the ability to read, understand and interpret written materials and oral instructions.
5. Desirable to have a knowledge of local history.
6. Must have the ability to compile data and reports, create files and monitor records.
7. Must be detail oriented and have the ability to do repetitive tasks.
8. Desirable to have knowledge of library and Museum procedures and practices.
9. Must be bondable.

10. Must possess a valid Washington State Driver's License and have proof of automobile insurance.

**Physical Capabilities**

1. Must be able to maneuver stairs without difficulty.
2. Must be able to lift and carry objects and materials up to 50 lbs.
3. Must be able to have sufficient visual and hearing capabilities to respond to public needs and for detailed work.
4. Must be able to tolerate extended periods of sitting.
5. Must be able to tolerate extended use of a computer keyboard and terminal.

**Other**

1. Must have the ability to establish and maintain effective work relationships and to deal effectively and courteously with other employees, volunteers and the public through oral and written mediums.
2. Must be able to work independently on projects.
3. As an absolute condition of employment, all employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form, both on and off the job.
4. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.
5. As a condition of continued employment, employees are required to demonstrate a mastery of the history relating to the *W. T PRESTON*, and Fidalgo and Guemes Islands through the successful completion of a **written** examination.
6. This position will also involve working during Museum special events on selected weekends and evenings.

***Are you able to perform the essential functions of this job with or without accommodation?***

*Yes* \_\_\_\_\_      *No* \_\_\_\_\_

***If testing is required, will accommodation be necessary?***

*Yes* \_\_\_\_\_      *No* \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_