

City of Anacortes

Job Description

Job Title: Registrar/Administrative Assistant (72% FTE)

Department: Museum

Reports to: Director

PRINCIPAL PURPOSE OF JOB: Responsible for assisting with the care of the Museum's collections. Performs various administrative duties. Organizes and maintains Museum records and accounts. Assists with curatorial duties when required. Supervises other staff members when required.

LEVEL OF AUTHORITY: Performs duties which greatly impact the public's impression of the museum, the quality of care for the museum's collections and the museum's mission. Reports to the director or, in the director's absence and at the director's request, acts on behalf of the director.

QUALIFICATIONS:

Prefer a Bachelor's degree in history or a job-related field. Must have experience working with computers and a familiarity with Microsoft Word and other software. Must have the ability to write, read, understand and interpret written materials and oral instructions. Desirable to have a knowledge of local history. Must have the ability to compile data and reports, create files and monitor records. Must be detail oriented and have the ability to do repetitive tasks. Desirable to have knowledge of library and museum procedures and practices. Must be bondable. Must possess a valid Washington State driver's license and have proof of automobile insurance.

ESSENTIAL JOB FUNCTIONS (summary)

Maintains museum's administrative files. Organizes and maintains Collection forms and records. Maintains and monitors the museum financial accounts. Completes weekly, monthly and quarterly financial statements, ensures accuracy of same. Processes purchase orders. Monitors use of the copy machine. Assists with organizing and maintaining the research files and books and with managing access of patrons to research materials. Administrative duties include typing, filing, answering the phone, greeting and helping visitors. Provides support and guidance for volunteers as needed. Prepares and assists with activities during special events. Supervises and trains assigned staff members as requested. Helps with all other museum duties as assigned.

WORK ENVIRONMENT:

Work is performed primarily within the Anacortes Museum and adjacent grounds. Limited travel is required.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for organizing and maintaining all collection-related forms and records, in all mediums used including paper and computerized programs.
2. Assists with coordinating and regulating access of patrons to the research collection.
3. Maintains museum administrative files and accounts. Types and files museum correspondence, forms and reports. Prepares letters, reports, charts and press releases as requested. Edits and proofs other staff-prepared material. Ensures compliance with copyright laws.
4. Types and files museum correspondence, forms and reports. Prepares letters, reports, charts and press releases as requested. Interacts with the museum director, public, volunteers, other staff

and City employees with tact, courtesy and respect. Answers the telephone in a timely and professional manner.

5. Team member for exhibit production including help with planning, research, writing, and construction.
6. Maintains and monitors the security and accounting of cash received from museum activities and completes weekly, monthly and quarterly financial statements.
7. Helps develop events and educational programs related to the museum's mission.
8. Assists the director with budget, financial planning and goal setting for the museum.
9. Assists the director with the recruitment and training of other staff and volunteers. Provides guidance and support to staff and volunteers as necessary.
10. Process purchase orders. Monitors expenditures and helps prepare the annual budget.
11. Monitors use of the copy machine, collects and accounts for usage fees.
12. Helps coordinate mailings and shipping, including condition reporting, insurance requirements and financial details.
13. Assists with word processing and other computer work as it relates to the administrative duties of the job and the care and documentation of the museum collection.
14. Assists with efforts to keep the building clean and safe for visitors.
15. Assists with off-site museum activities and exhibits, including community special events and Museum Foundation events.
16. Attends job-related meetings when requested to do so.
17. Helps maintain and enforce necessary security procedures to ensure the safety of the museum environment and its collections.
18. Helps ensure that City and museum policies and procedures are followed for professional museum operations. Assists with other aspects of museum work as needed.

Qualifications:

A. Technical

1. Prefer a Bachelor's Degree in history, museum studies or a job related field. Combined experience and education may substitute for an undergraduate degree.
2. Must be knowledgeable and skilled in the use of computer word processing programs. Preferable to also have experience with other types of software programs. Desirable to have a working knowledge of copyright law.
3. Must have ability to establish and maintain effective work relationships and to deal effectively and courteously with other employees, volunteers, city departments, and the public through oral and written mediums, including supervising any assigned employees and volunteers.
4. Must have the ability to read, understand and interpret written materials and oral instructions.

5. Desirable to have 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 be able to be on-call for emergencies.
11. Must possess a valid Washington State driver's license and have proof of automobile insurance.

B. Physical

1. Must be able to lift and carry objects and materials up to 40 lbs.
2. Must be able to maneuver stairs without difficulty.
3. Must be able to tolerate extended periods of sitting and computer use.
4. Must have sufficient visual and hearing capabilities to respond to public needs and for detailed work.

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, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on 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 work load.
- 5. This position may also involve working during museum special events and on selected weekends and evenings.
- 6. Following an offer of employment, and prior to starting work, individuals may be required to have a preemployment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential functions of the job will be a requirement for employment.

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

Yes _____ No _____

8. If testing is required, will accommodation be necessary?

Yes _____ No _____

Signature _____

Date _____