

MUSEUM SPECIALIST

Job Code	Pay Grade
03344	CL13

Nature of Work

This is semi-professional work that involves completing a variety of tasks in the county historical museum. These include overseeing and providing 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. Incumbent performs complex assignments with considerable independent judgment and initiative, but refers problems of an unusual nature to a supervisor for resolution.

Minimum Qualification Requirements

- Bachelor's degree plus 1 year experience in museum work, history, or related field; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are 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.
- 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 related work as assigned or required.

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 the ability to perform a variety of manual tasks.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified