

**TOWN OF YUCCA VALLEY
JOB ANNOUNCEMENT**

**PART-TIME MUSEUM ASSISTANT
Hi-Desert Nature Museum
Community Services Department**

Hourly Range: \$13.26 - \$19.20

Benefits: Non-Benefitted

Closing Date: June 28, 2018 at 5:00pm

The Position: Museum Assistant - Under general supervision, performs a wide-variety of duties related to Museum operations, customer service, and educational programs that support the Museum's mission. Museum Assistants are both the public face of the Museum and vital to behind-the-scenes operations. They are often the first and the last person a visitor encounters. This position must communicate well with all visitors and colleagues. This position requires working regularly on Saturdays.

Knowledge and Abilities:

Principles and procedures of record keeping and report preparation; Modern office practices, methods, computer equipment and computer applications; English usage, spelling, vocabulary, grammar, and punctuation; Operation of computers and relevant software; the Town's Administration and Department functions; the Town's roles, responsibilities and commitment to its citizens; care and feeding of small animals, including reptiles, mammals, arachnids and insects; safe driving principles and practices; understands, interprets, and successfully communicates both verbally and in writing, pertinent department policies and procedures; prepares clear and concise reports, correspondence, and other written materials; operates a computer and use associated software, Microsoft Suite; performs administrative support work; responds to requests and inquiries from the general public; compile and maintain records and prepare routine reports; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Education equivalent to a four-year degree from an accredited college or university with major coursework in natural science, museum studies, social science, history, or related field and (1) year of experience in one or a combination of the museum services, historical services and customer service. The position requires the successful candidate have the ability to pass a pre-employment criminal background screening, medical exam, tuberculosis and drug screen, and possess a California driver's license with a satisfactory driving record.

EOE/ADA