

**CITY OF NACOGDOCHES  
POSITION DESCRIPTION**

**Position:** Part-time Museum Assistant

**Department:** Community Services **FLSA Status:** Non-Exempt

**Division:** Historic Sites **Pay Grade:** Grade 13

**Reports To:** Historic Sites & Main Street Manager

**BASIC FUNCTION**

Under limited supervision, performs entry level professional duties of moderate difficulty providing the opportunity for professional training in the preservation and museum career fields. Performs assigned duties to acquire knowledge of methods, procedures and standards required for successful performance. May perform duties such as gathering and organizing data to provide information for departmental special projects or reports; assisting with preparation for educational programs and guided tours; accompany professional level employees on assignments; and participates in gardening projects on site.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides exceptional service to internal and external customers by planning, organizing, and communicating effectively using available resources.
- Performs general office duties.
- Prepares and assists in-depth research studies and/or surveys specific to municipal government programs and services.
- Assists in the planning, preparation, development, implementation, and evaluation stages in department programs.
- Assists staff in the completion of routine and special assignments.
- Takes responsibility and initiative to develop core skills and competencies by being involved in every facet of personal development.
- All other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

This position does not require supervisor responsibilities.

**REQUIRED KNOWLEDGE/SKILLS:**

Knowledge of City and departmental policies, principles, and operations.

Must be able to work Saturdays. Must be knowledgeable in Microsoft Office and have working knowledge of computer data entry and retrieval; develop and maintain relationships with peers within department; ability to multi-task, organize and prioritize a changing work schedule to meet needs of department; follow oral and written instructions; effectively communicate both orally and in written form; speak clearly and distinctly; obtain sufficient and essential information.

**EDUCATION and/or EXPERIENCE:**

Must possess a High School Diploma/GED, college student with a History, Interpretation, or Education major preferred but not required; OR an equivalent combination of education and/or experience. Prior administrative support experience is a plus. Must possess a valid driver license.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand or sit for extended periods of time. May be subject to bending, kneeling, lifting, climbing, heights, confined spaces depending on area of assignment. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; push, pull, and grasp; and perform repetitive motions. May be required to lift up to 30 lbs.

While performing the duties of this job, the employee regularly works in a standard office environment and in an outside environment. The noise level in the work environment is usually moderate to loud. The employee may be subject to exposure to extreme weather conditions, moving construction equipment, hazardous materials or chemicals, infectious diseases, air and water borne pathogens depending on area of assignment.



**By signing below, I acknowledge that I have reviewed and I understand this job description and**

\_\_\_\_\_ **am able to perform the essential functions.**

\_\_\_\_\_ **am not able to perform the essential functions and need the following accommodations:**

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date