MUSEUM ATTENDANT 244-B

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: This is routine work performed under specific instructions, but with little direct supervision, in connection with the conduct of activities and operations of the Sullivan County Museum, Art and Cultural Center. This position involves responsibility for the operation of the Sullivan County Museum, Art and Cultural Center, including opening and securing the facility, reporting building conditions and maintenance needs, clerical tasks and reporting pertinent data, knowledge of County census books and leading visitors through exhibits.

<u>TYPICAL WORK ACTIVITIES</u>: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Enforces regulations;

Keeps records and makes reports;

Assigns use of rooms within facility;

Locks and unlocks doors and windows;

Turns monies to proper authority;

Assists in relocation of exhibits and artifacts;

Maintains records on attendance, building use, special events, etc.;

Performs clerical duties including answering telephones, picking up and distributing mail, signing

for services rendered, completing County forms, etc.;

Reports deficiencies and maintenance needs for museum building and grounds;

Acts as liaison between county and groups using facility;

Directs/leads visitors through exhibits;

Directs/assists visitor use of county census books;

Performs other duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Ability to read and write; ability to keep simple records; ability to give and enforce

simple instructions; the ability to get along well with others.

MINIMUM QUALIFICATIONS: None