



HILL COUNTY
JOB POSTING/ DESCRIPTION
February 15, 2023

Job Title: Museum Manager

Department: Clack Museum

Type: (1) Part-time

Accountable To: H. Earl Clack Memorial Museum Board

Wage: \$14.02/hourly

Job Overview: This position performs duties requiring dealing with the public and will oversee public relations for the Museum. The manager supervises and trains all employees and volunteers. Manages the Museum, Wahkpa Chu`gn Buffalo Jump, and Gift Shops. Must be congenial and helpful. Performs bookkeeping, cashier, security and light housekeeping duties, including some lifting up to 40 pounds, bending, stretching, and climbing.

Essential Functions (Major Duties or Responsibilities):

- Responsible to assure opening and closing of Museum and Buffalo Jump in a timely fashion.
- Answer phone and handle H. Earl Clack Museum and Wahkpa Chu`gn Buffalo Jump communications, mail and electronic.
- Greet, engage, and inform Museum or Buffalo Jump visitors, when acting as attendant or tour guide, about the museum exhibits and answer questions.
- Book and Schedule Buffalo Jump tours and guided Museum tours.
- Keep attendance records for the Museum and Buffalo Jump.
- Order, stock, and sell merchandise for the Gift shops.
- Balance cash registers and credit card machine and make ready deposits for the Museum and Buffalo Jump for County and Foundation as appropriate.
- Promote and advertise the Museum and Buffalo Jump according to identified needs and Board direction.
- Provide information and photographs of Museum and Buffalo Jump events to the electronic media administrator.
- Prepare monthly Managers Reports using the approved forms and present at monthly Museum Board meetings.
- Assure that interviews, training, supervision and evaluation of employees, including Museum attendants and Buffalo Jump tour guides is in accordance with Hill County Hiring and employment procedures.
- Oversee training, supervision, and scheduling of volunteers in accordance with Hill County Volunteer guidelines.

Knowledge, Skills and Abilities: Must be able to read and follow written instructions; Must be able to communicate effectively both orally and in writing; Must be able to speak and understand English; Must have math skills to follow a budget, complete deposits, count and make change; Must be able to lift 40 lbs; Must be able to climb stairs; Must be able to walk 1 mile.

Minimum Qualifications (Education and Experience): The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- --A High School diploma, or equivalent.
- --Retail experience
- --Experience working with the public (helpful)
- --Education instruction experience (preferred) (Examples: Tour Guide, Coach, Teacher)

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. Other duties may be needed or assigned.

Hill County is an equal opportunity employer. Hill County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

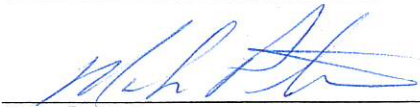
Signatures

My signature below indicates the statements in the job description are accurate and complete. It also constitutes notification of the job vacancy to the Hill County Commissioners to allow posting of this position.


Clack Museum Board Member
2.16.23

Immediate Supervisor Title Date

Commissioner's Review:


Commissioner
2-16-23

Mark Peterson Title Date

Jacob Strissel

Commissioner
2-16-2023

Sheri Williams Title Date

Human Resources Review

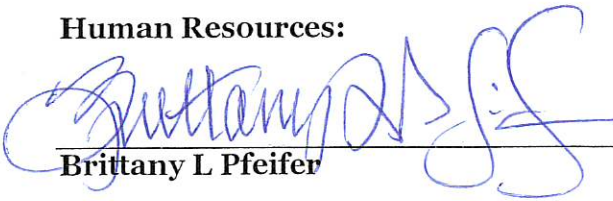
Step: 1 Grade: 8 Rate of Pay: \$14.02 per hour 

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- FLSA Exempt FLSA Non-Exempt
- Appointed Elected

Union Bargaining Unit:

Human Resources:


Human Resources
2.16.2023

Brittany L Pfeifer Title Date

Position: Museum Manager (Part Time)

Department: Museum

Accountable To: H. Earl Clack Memorial Museum Board

Summary of Work: Manages the Museum, Wahkpa Chu`gn Buffalo Jump, and Gift Shops

The responsibilities of the H. Earl Clack Memorial Museum Manager are incorporated herein and also addressed in the H. Earl Clack Memorial Museum By-Laws and H. Earl Clack Memorial Museum Business and Operating Policies.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE

- Responsible to assure opening and closing of Museum and Buffalo Jump in a timely fashion.
- Answer phone and handle H. Earl Clack Museum and Wahkpa Chu`gn Buffalo Jump communications, mail and electronic.
- Greet, engage, and inform Museum or Buffalo Jump visitors, when acting as attendant or tour guide, about the museum exhibits and answer questions.
- Book and Schedule Buffalo Jump tours and guided Museum tours.
- Keep attendance records for the Museum and Buffalo Jump.
- Order, stock, and sell merchandise for the Gift shops.
- Balance cash registers and credit card machine and make ready deposits for the Museum and Buffalo Jump for County and Foundation as appropriate.
- Promote and advertise the Museum and Buffalo Jump according to identified needs and Board direction.
- Provide information and photographs of Museum and Buffalo Jump events to the electronic media administrator.
- Prepare monthly Managers Reports using the approved forms and present at monthly Museum Board meetings.
- Assure that interviews, training, supervision and evaluation of employees, including Museum attendants and Buffalo Jump tour guides is in accordance with Hill County Hiring and employment procedures.
- Oversee training, supervision, and scheduling of volunteers in accordance with Hill County Volunteer guidelines.
- Schedule employees and provide schedule to Board members for attendants, guides, and manager.
- Track employee attendance, verify and sign employee time cards.
- Managers time will be approved by Board chair.
- Report maintenance issues to the board and foundation as appropriate. Arrangement for repair as directed.
- Responsible to routinely cleaning or verifying the cleaning of the Museum and Buffalo Jump.
- Perform or assign an employee to perform the duties on the Museum Attendant daily check list on file at the Museum.

- Wear appropriate clothing and footwear.
- Performs other duties as assigned, required or directed by the Museum Board.

JOB REQUIREMENTS

Knowledge

Skills

- Must be able to read and follow written instructions.
- Must be able to communicate effectively both orally and in writing.
- Must be able to speak and understand English.
- Must have math skills to follow a budget, complete deposits, count and make change.
- Must have a Valid driver's license.

Abilities

- Must be able to lift 40 lbs.
- Must be able to climb stairs.
- Must be able to walk 1 mile.

EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School diploma
- Retail experience
- Education instruction experience (tour guide, coach, teacher)
- Experience working with the public is helpful

JOB PERFORMANCE STANDARDS

Evaluation of this position will be based upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following.

- Perform assigned duties
- Demonstrate punctuality, observe work hours.
- Effectively greet and provide information to Museum and Buffalo Jump patrons.
- Display consistent congeniality and patience in working with the public.
- Competently handle sales, donation, operating cash register and credit card transactions.
- Provide for clean and tidy Museum areas. (Museum, Buffalo jump and gifts shops, including outside properties)
- Train, supervise and evaluate all employees, in accordance with Hill County procedures for employees and accepted guidelines for volunteers.

- Establish and maintain effective working relationship with fellow employees, supervisors, civic organization, and the public.
- Promote Museum and Buffalo Jump in written and oral communications.
- Demonstrate willingness to expand personal knowledge of museum standards, skills and local history.
- Prepare Museum and Buffalo Jump Manager's Monthly Report for the Museum Board.
- Assist with planning and preparing new Museum display and maintain current displays adhering to Museum standards.
- Wear appropriate clothing and footwear.
- Follow Hill County and Museum procedures for purchases and payments.