VACANT POSITION
DEPARTMENT: LEISURE SERVICES
OBTAIN APPLICATION: http://spaldingcounty.com/careers
SUBMIT APPLICATION AND PROOF OF EDUCATION, TO:
employment@spaldingcounty.com or 119 E. Solomon St, Human Resources Office
CLOSING DATE: Position will remain open until filled

Job Title:	PT Office Assistant (Position #2547)
Salary:	Pay Grade 4; Hiring Rate $15.43 per hour
	Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule:	10:00 am- 4:00 pm; M-F, some Saturdays

This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High school diploma or GED; supplemented by one (1) year previous experience and/or training involving general office work and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

GENERAL STATEMENT OF JOB: Under general supervision, this position is responsible for performing various clerical duties for Our Legacy Museum in addition to performing historical research, analysis, and composition. This position reports to the Museum Curator.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines such as a personal computer, typewriter, copier, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Answers email inquiries; provides detailed information guests and community members; serves as the digital face of Our Legacy Museum through social media and email communication.

Utilizes various internet software such as Microsoft Office, Descript, CatalogIt, WordPress, and Canva, to complete daily tasks, research and write historical narratives, perform data entry, run reports, and create promotional materials.

Assists in planning and promoting program activities, special events, and facility rentals for Our Legacy Museum.

Schedules security for rentals and ensures all required documents (insurance, alcohol permits, etc.) and fees are received prior to rentals.

Processes program registrations through online registration system. Generates daily accounting of transaction reports and aids in preparing the weekly deposit.

Assists in maintaining physical and digital records of programs, participation and services. Uses spreadsheet software to record information.

Prepares program meeting materials and utilizes web-based services to coordinate Zoom and Teams meetings, etc.

Assists curator with purchases and cost comparison.

ADDITIONAL JOB FUNCTIONS

Conducts historical research and analysis on Our Legacy Museum's collection, participates in the collection of oral histories, and maintains industry standards.

Aids in the creation of museum interpretation and programming.

Performs other related duties as required.

July 19, 2023
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