

	DEPARTMENT	01-65 MUSEUM		FLSA	NON-EXEMPT
	PAY GRADE	13	OCCUPATIONAL CATEGORY		PROFESSIONAL
	WORKSTEP CODE	N/A		LEVEL	N/A
	DRUG SCREEN TYPE	CITY POLICY			
	STATE EMPLOYMENT CODE	712110	WORKER'S COMPENSATION CODE	8838	
	REVISION DATE	4/2019			
	65-023 MUSEUM EDUCATOR/COLLECTIONS				

REPORTS TO: Museum Manager

DIRECTS: Does not supervise any employees, may supervise volunteers and interns

OTHER: Has direct contact and dealings with the general public, Friends of the Museum and other city employees

BRIEF DESCRIPTION:

The Museum Educator is responsible for the development, implementation, and evaluation of mission-driven educational programs at the Layland Museum and the Cleburne Railroad Museum. The position will also be responsible for assisting with the museum's collection.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S- SEDENTARY	L- LIGHT	M-MEDIUM	H-HEAVY	V- VERY HEAVY
Exerting up to 10 lbs. occasionally; or Negligible weights frequently; or Sitting most of the time	Exerting up to 20 lbs. occasionally; or 10 lbs. frequently; or Negligible amounts constantly; or Requires walking or standing to a significant degree	Exerting 20-50 lbs. occasionally; or 10-25 lbs. frequently; or Up to 10 lbs. constantly	Exerting 50-100 lbs. occasionally; or 10-25 lbs. frequently; or Up to 10-20 lbs. constantly	Exerting over 100 lbs. occasionally; or 50-100 lbs. frequently; or Up to 20-50 lbs. constantly

#	CODE	ESSENTIAL FUNCTIONS
1	S	Develops curriculum materials and school programs to interpret and communicate the history of Cleburne and the surrounding region to audiences
2	S	Provides superior customer service to internal and external customers by responding to requests in a timely and professional manner, provides daily oversight of assigned duties; and ensuring that the Museum Divisions operate effectively and at optimum levels
3	L	Maintains Research Library holdings, catalogues, shelves, files, photograph collection
4	S	Conducts scholarly research and prepares museum quality written materials
5	L	Conducts oral history interviews
6	L	Conducts or organizes, tours, workshops and instructional sessions to acquaint individuals with museum's facilities and materials
7	L	Makes public presentations
8	M	Carries out routine collection care activities which include, but are not limited to accessioning, cataloging, and housing artifacts
9	M	Coordinates the museum's ongoing collection inventory, utilizing PastPerfect and other software

		products
10	S	Proposes and develops potential education components for the Railroad Museum
11	S	Provides research assistance to the general public
12	S	Collaborates with staff on grants to underwrite educational programs
13	S	Required to work evenings, weekends and holidays as needed
14	S	Must arrive at work on time and must maintain a regular and reliable level of attendance

JOB REQUIREMENTS:

CATEGORY	JOB REQUIREMENTS
READING	Ability to read and write the English language
MATH	Ability to make mathematical calculations by adding, subtracting, multiplying and dividing numbers
WRITING	Ability to communicate using the English language Ability to communicate well, both orally and in writing
MANAGERIAL	N/A
BUDGET RESPONSIBILITY	Submits requested budget to Museum Manager for upcoming education programs and marketing materials. Spends within budget for museum programs
SUPERVISORY/ ORGANIZATIONAL CONTROL	Must be a self-starter and be able to work effectively and efficiently on one's own
COMPLEXITY	Maintain records for state or policy regulations Able to read maps and interpret data
COMPUTER SKILLS	Proficient in Microsoft Office products such as Word, Excel, Access, PowerPoint, Publisher and Outlook PastPerfect software knowledge preferred
CUSTOMER SERVICE	Ability to learn and use proper customer service habits both internally and externally while upholding the STARS philosophy
INTERPERSONAL/HUMAN RELATION SKILLS	Ability to deal effectively with the general public and other city personnel in a courteous manner

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to devise and carry out public programs, including preparation and use of publications and exhibitions
- Ability to deal with the general public, vendors and fellow employees efficiently and effectively
- Ability to work around exposure to dust and the outdoors
- Ability to use logic and reasoning to identify the strength and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to work flexible hours, including evenings and weekends as needed
- Ability to deal with the public and fellow employees
- Knowledge of museum education techniques, resources, and evaluation
- Knowledge of learning characteristics of general audiences
- Knowledge of objectives, curricula and operations of school systems, and other educational institutions
- Knowledge of preventive conservation measures and proper object handling
- Knowledge in the area of museum ethics
- Skill using research techniques
- Skills in oral and written communication techniques appropriate to various education levels and objectives

EDUCATION AND EXPERIENCE:

Master's degree preferred; OR

Bachelor's degree with emphasis in museum studies, education, history or related field required with a minimum of

two (2) years working in a museum environment with an emphasis on museum education; OR

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

A Valid Class C Texas driver license and the ability to maintain a satisfactory driving record

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Primarily in an indoor environment with the ability to operate outdoors when needed. May be exposed to extreme heat and cold during summer and winter months.

TOOLS AND EQUIPMENT USED:

Standard office equipment including multi-line telephone, computer, fax machine, copier, scanner, shredder, printer, etc.

PHYSICAL DEMANDS:

C= Continuously	F= Frequently	O= Occasionally	R= Rarely	N- Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing/ Walking	O	Standing and walking in City Buildings and City facilities on tile, carpet, concrete, asphalt, gravel, and may include sloped or slippery surfaces
Sitting	C	Ability to sit for extended periods of time
Lifting/Carrying	R	Ability to lift/carry 35 lbs.
Pushing/Pulling	R	Ability to push/pull 35 lbs.
Reaching	R	Ability to reach and lift overhead
Handling	C	Handle legal documents, books, files, telephone
Fine Dexterity	C	Typing, writing, signing, using mobile devices
Kneeling/Crouching/ Crawling/Bending/Twisting/ Climbing	R	Ability to kneel, crouch, crawl, bend, twist and climb in order to complete various tasks
Vision	C	Ability to see, read, and comprehend a variety of written or displayed media
Hearing/ Talking	C	Ability to speak and understand fluently the English language Ability to hear the spoken word

NON PHYSICAL DEMAND:

C= Continuously	F= Frequently	O= Occasionally	R= Rarely	N- Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs

NON-PHYSICAL DEMANDs	FREQUENCY	DESCRIPTION
Time Pressure/ Constraints	C	Ability to complete time sensitive tasks Ability to handle stressful situations and workloads

		Ability to control temper during various situations Ability to follow and adhere to and City of Cleburne rules, procedures, policies, general orders, ordinances, etc.
Irregular Schedule/Overtime	O	Subject to afterhours call out for emergency situations Required to work evenings, weekends and holidays as needed
Frequent Change of Task	F	Ability to shift focus from one project to the next rapidly
Performing Multiple Tasks Simultaneously	C	Ability to multitask
Emergency Situations	R	Ability to assist in emergency situations should the need arise
Danger/Physical Abuse	R	Physical peril or bodily injury inflicted by environmental factors or external forces
Noisy/Distracting Environment	R	Mowing, digging, power equipment and tools, motor vehicles, roadway traffic, pedestrian traffic
Working Closely with Others as Part of a Team	C	Ability to establish and maintain effective and cooperative relationships

JOB DESCRIPTION VERIFICATION AUTHORIZATION

The aforementioned statements are intended to describe the general nature and level of working being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills, required of personnel classified in this position. This job description is subject to change as well as the needs and requirements of the job change.

ADA/EEO Compliance

The City of Cleburne is an Equal Opportunity Employer. In compliance with the American’s with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with the disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Formal application, rating of education and experience; oral interview, reference and criminal background checks, Worksteps, and drug screens are required. In addition, job related tests may also be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Cleburne and the employee and is subject to change by the City of Cleburne as the needs of the City and requirements of the job change.

HUMAN RESOURCE USE ONLY

SIGNATURE- REVIEW AND COMMENTS

I HAVE REVIEWED THIS JOB ANALYSIS AND ITS ATTACHMENTS AND FIND IT TO BE AN ACCURATE DESCRIPTION OF THE DEMANDS OF THIS JOB

Employee Signature

Employee Name (printed)

Date

Supervisor Signature

Supervisor Name (printed)

Date

HR Representative Signature

HR Representative Name (printed)

Date



www.cleburne.net/team