

Job Description

Human Resource Use Only

Position Number:
Contract Step/Grade
Effective Date: ~~1/2014~~

POSITION IDENTIFICATION

Position Title: Administrative Support Specialist ~~Clerk Typist III~~
Division: Rahr-West Art Museum
Status: Full Time / Non-Exempt
~~Normal~~ Workweek: Mon-Fri (8:00 a.m. – 5:00 p.m.)

SUPERVISORY RELATIONSHIPS

Reports to: Rahr-West Art Museum Director
Directly Supervises: ~~No supervisory responsibilities~~ None

POSITION PURPOSE

This position is a high profile clerical position performing a variety of public relations ~~and administrative duties for the Rahr-West Art Museum. Occasional evening and weekend work is required.~~ and administrative duties for the Rahr-West Art Museum. Occasional evening and weekend work required. The Administrative Support Specialist works under the general direction of the Rahr-West Art Museum Director.

ESSENTIAL DUTIES

- ~~➤ Assist and orient visitors with the museum.~~
- 1. Perform receptionist duties such as answer telephone and greet visitors. Interact effectively with visitors, telephone customers, board members, staff and others.
- 2. Process and manage accounting documents for billing and revenue.
- ~~➤ Assist visitors with purchases.~~
- 3. Organize and maintain filing system.
- 4. Maintain computer databases for items such as the publicity distribution list, membership list, and budget entries.
- 5. Schedule special events, facility usage, and tours.
- 6. Assist with development and implementation of special events and educational programming.
 - ~~➤ Maintain confidentiality.~~
- 7. Schedule and relay assignments to volunteers, grant program employees, and security guards.
- 8. Prepare ~~for~~ and distribute correspondence to various audiences.
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➤9. Design various forms of communication such as brochures, direct mailings, advertisements, and exhibit material labels.

➤ ~~Prepare and process vouchers and maintain budget data~~

➤ ~~1. Organize and maintain filing system.~~

➤ ~~1. Maintain computer databases for items such as the publicity distribution list, membership list, and budget entries.~~

➤10. Create solicitation materials (hard copy and digital) and prepare bulk mailings.

11. Assist in the maintenance and proliferation of digital social media and website

➤12. Serve as staff representative, take minutes, create and distribute correspondence for board meetings.

13. Assist and orient visitors with the museum, including sales from Rahr-West art Museum Gift Shop.

14. Assist Curatorial Staff in creating and managing multiple exhibitions annually

➤15. Perform security guard duties as needed.

OTHER DUTIES

Perform other ~~related~~ duties as assigned.

MINIMUM POSITION QUALIFICATIONS

Education: - High School Diploma or equivalent required. Secretarial or equivalent Administrative ~~assistant courses preferred.~~ Certificate preferred.

Experience: 3-5-7 years in secretarial or administrative assistant position preferred

Certifications/Licenses: Must possess a valid driver's license. CPR Certification desired

Other Requirements: Ability to communicate in both oral and written form for a variety of audiences, including with the general public.

KNOWLEDGE, SKILLS, & ABILITIES

~~This position must display proficiency~~ Proficiency with Microsoft Office applications; ~~possess the ability to professionally required.~~

Professional and effective ~~communicate; proficiency~~ communication skills required.

Proficiency with general accounting principles and accounting software systems; ~~proficiency.~~

Proficiency with Adobe Photoshop, ~~Quark~~, Microsoft Publisher or similar desktop publishing program; ~~and possess the ability.~~

Ability to prioritize and work independently with minimal supervision.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The physical demands described herein 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.

Manual Dexterity: Work requires definite skilled and accurate physical operations requiring some closely coordinated performance. This position requires the ability to climb stairs in a setting that is not entirely accessible.

Physical Effort: Work requires ~~intermittently~~ handling objects up to ~~40-lbs~~40lbs., but not for sustained periods.

Working Conditions: The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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