

## **CULTURAL AND EVENTS OPERATIONS ASSISTANT**

### **Definition:**

Under general supervision performs a wide variety of office and museum-related support tasks; coordinates museum facility use; manages the museum store and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Monitors museum day-to-day expenditures and revenue.

Maintains and reconciles museum checking account and the Museum Association's endowment and investment accounts.

Maintains separate income and expense reports related to museum events to include the Thursday Night Market and the Beer Garden.

Processes claim vouchers and purchase orders for payment and processes timecards.

Oversees the tracking of museum-related grant funds.

Recruits, trains and schedules staff as assigned and oversees and coordinates their work.

Inspects museum premises and reports/requests needed repairs.

Manages the museum store, researches exhibit-related items to sell and orders same.

Processes daily gift shop and gallery deposits/transactions.

Maintains museum store inventory and merchandises products purchased.

Logs, checks and records the receipt and delivery of various purchases including descriptions and transaction dates.

Operates a personal computer and uses applicable software.

Responds to public inquiries by telephone, in person or in writing.

Assists with museum budget preparation,

Lifts and carries boxes of records and exhibit-related items weighing 30 pounds or less.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Assists with the installation of exhibits and use basic hand tools.

Drives a vehicle on City business.

**Class Characteristics:**

Cultural and Events Operations Assistant is a single incumbent class in the Parks and Recreation Department with duties related to a wide variety of museum support tasks to include operation of the Museum Store and maintenance of museum accounting/financial records.

**Contacts and Relationships:**

The Cultural and Events Operations Assistant has regular and continuing contact with other Community Services staff. Additional contact will occur with vendors, attendees and the public.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

**Knowledge of:**

Business math related to the area assigned.

Telephone and customer service techniques.

General office practices and procedures.

Methods, practices and terminology used in bookkeeping and financial recordkeeping.

English usage and spelling.

Computer applications related to area assigned.

**AND**

**Ability to:**

Perform a variety of financial recordkeeping/bookkeeping tasks and make mathematical calculations with accuracy.

Communicate effectively orally and in writing.

Use independent judgment and initiative.

Meet the public with courtesy and tact.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software.

Read and write at the level required for successful job performance.

Understand and carry out oral and written instructions.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

Graduation from high school and one year of study at an accredited college or university to include some course work in Business Administration or a related field.

**AND**

**Experience:**

One year of responsible retail experience or in a clerical position to include some public contact work.

**Special Requirements Include:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible hours to accommodate City needs including evenings, weekends, holidays and overtime.

Must be able to operate adding/calculating equipment with speed and accuracy.

**Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:**

Some supervisory or lead experience.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, stands, walks and kneels, crouches, twists, climbs steps and inclines, bends, reaches, grasps, pushes, pulls, lifts and carries boxes of merchandise and other items weighing 30 pounds or less and uses basic hand tools. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision/color vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-exempt.

Revised July 2006 and Title Changed from Museum Operations Assistant  
Revised May 2003 and Title Changed from Museum Assistant to Museum Operations  
Assistant  
Established June 1997