

Position title: Administrator

Department: Museum

Reports to: Director

Position Summary:

The Administrator conducts the day-to-day business of the Museum and its marketing. The Administrator is second in command in the absence of the Director.

Essential Job Functions and Requirements:

- High School diploma required, some college preferred
- Experience in management, office management, supervision, public relations, event development and coordination, data entry, inventory management, retail sales and management, working with and supervising volunteers and working with the public is required.
- Good people skills with staff, volunteers and the public

Required Skills:

- Ability to work in a team environment and serve the public in a professional manner with a positive attitude
- Computer literate in Microsoft Office Word, Excel, Outlook
- Experience in large data base management including limited programming
- Experience in inventory management
- Experience working and scheduling volunteers
- Advanced skills in website editing and maintenance is preferred

Preferred skills:

- Interest in history and museums
- Experience in public speaking and writing press releases
- Desktop publishing and general computer problem solving
- Multi-tasking

Physical Requirements:

- Ability to climb a ladder 1-2 times a month
- Ability to frequently carry 10 pounds up and down stairs to transport artifacts; daily
- Extended times of sitting (50%), standing(25%), and walking (25%) daily

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This is a full time time, (40 hours/week) hourly position. Hours are 8 am – 6 pm Tuesday through Friday with an hour for lunch. The position requires working one Saturday afternoon a month and working special events as needed.

This is a full time, non-exempt position

Employee Signature / date

Department Head Signature / date

Hutchinson County Application for Employment Forms are available at the Hutchinson County Treasurer's office or on the website: co.hutchinson.tx.us. Hutchinson County Courthouse, Stinnett, Texas Phone (806) 878-4010, Fax (806) 878-4029

Closing date: Thursday, 24 September, 2020 6 pm