



# TOWN OF PLATTEVILLE

400 Grand Avenue, Platteville, Colorado 80651  
970.785.2245 – 970.785.2476 (f)  
([www.plattevillegov.org](http://www.plattevillegov.org))

## Job Description & Announcement

<b>POSITION:</b>	Museum Attendant
<b>DEPARTMENT:</b>	Pioneer Museum
<b>CLASSIFICATION:</b>	Part-time (15 hours per week)
<b>SALARY:</b>	\$15.00 per hour
<b>BENEFITS:</b>	Workers Compensation Coverage, Employee PERA Retirement Contributions, Sick Leave Accrual
<b>APPLICATIONS DEADLINE:</b>	Friday, January 21, 2021 at 4:30pm.

- Submit application to Troy Renken, Town Manager, 400 Grand Avenue, Platteville, CO 8065. Applications can be obtained by contacting Town Hall or at [www.plattevillegov.org](http://www.plattevillegov.org).

### **JOB SUMMARY:**

Responsible for assisting the Platteville Historical Society with the general management and operations of the Platteville Pioneer Museum. Opens and closes the museum on designated days, typically Monday, Wednesday and Saturday, from 10:00am – 3:00pm. Attends the monthly Platteville Historical Society Meeting the first Wednesday of each month.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Platteville Historical Society and Town Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Platteville retains the right to modify or change the duties or essential functions of the job at any time*

- Opens and closes the museum and manages the security alarm system.
- Collects information and articles related to obituaries, local sports, community news and events, realty, churches and other articles of interest and places these items in notebooks for collection and review.
- Works on various displays in the museum to arrange, modify and manage them for the public to view.
- Assists with programming and special events including tours and special guests.
- Manages donations to the museum including monetary and display items.

- Manages family albums of historical significance and collects additional information as needed to update albums.
- Coordinates with the school district and other organizations to provide tours and resources.
- Manages social media and newsletter on behalf of the Historical Society to promote the Pioneer Museum.

### **OTHER DUTIES & RESPONSIBILITIES:**

- Coordinate and work with Town staff including the library, public works and administrative departments regarding various museum issues.
- Ability to lift and move items for displays and in the museum up to 25 pounds.
- Operate the museum's computer system to conduct research, send or respond to emails and other monitor social media sites.

### **EDUCATION, EXPERIENCE & TRAINING:**

**Minimum Education:** High School Diploma or GED required.

**Special Training or Experience:** Additional education or relevant technical training related to the position is preferred but not required

**Additional Job Requirements:** Valid Colorado Driver's License and acceptable driving history. Pre-employment background check.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Proficient in Word, Microsoft Office, Outlook, Windows.
- Familiar with Microsoft Excel.
- Good typing and general office skills.
- Good organizational and multitasking skills.
- Good customer service and telephone skills.

### **EQUIPMENT USED:**

Practical ability to operate required computer programs, calculator, phone, copier and printer, along with general office equipment and technology.

### **ENVIRONMENTAL CONDITIONS:**

The majority of work is performed in the museum with occasional work performed outside on the museum grounds and log cabin located near the museum.

### **PHYSICAL REQUIREMENTS:**

- Ability to operate standard small office equipment.
- Ability to lift or carry up to 25 lbs. and to push or pull up to 40 lbs.
- Ability to conduct activities involving climbing, balancing, crawling, twisting, stooping, kneeling/bending, crouching, and reaching on a limited to substantial basis.

- Ability to participate in routine conversation in person or via telephone and to distinguish telephone, voice and other auditory tones.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity to perform responsibilities of the position.
- Ability to use a computer for moderate periods of time.
- Ability to operate a vehicle.

**OTHER REQUIREMENTS:**

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read and understand written information. Ability to compose information and instruction in written form.
- Ability to translate verbal communication into effective written material, e.g. reports and other documents.
- Ability to use mathematical reasoning is necessary to carry out the budgeting and regulatory requirements.
- Ability to use memorization and analytical skills and apply results.
- Ability to use and apply technology.
- Ability to speak one or more foreign languages is helpful, particularly Spanish.

**EQUAL OPPORTUNITY EMPLOYER:**

The Town of Platteville is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town is an Equal Opportunity Employer and celebrates diversity in the workforce.