
JOB TITLE: Assistant Site Administrator

JOB TYPE: Part-Time

REPORTS TO: Site Administrator

STARTING RANGE: \$12.00 - \$15.00/hr

Job Overview

The Assistant Site Administrator position is a part-time supporting position in our Museum and Tourism Department. This position assists with the daily administration of the John Brown Museum State Historic Site and its activities, including event planning, lectures, tours, and site improvements.

Essential Duties and Responsibilities

This position is primarily responsible for assisting with daily museum operation including opening and closing procedures, greeting visitors and providing tours, general organization and upkeep of the museum and its facilities, operating the museum gift shop, assisting the Site Administrator with planning and executing museum activities and events, and other duties as assigned.

Section 1: Minimum Job Requirements

- Must be at least 18 years old
- Possess a current, valid State or Federal I.D.
- Have an interest in history and historical preservation
- Be comfortable dealing with the general public and be able to maintain diplomacy and tact with all visitors
- Able to maintain political, cultural and ideological neutrality when interacting with visitors or when representing the John Brown Museum State Historic Site or the City of Osawatomie
- Effective written and verbal communication
- Perform job duties independently and without immediate supervision

Section 2: Additional Job Requirements

- Must be able to work some evenings and weekends
- Occasional public speaking requirements for groups of all sizes and ages
- Assisting with community engagement exercises including print and digital media and marketing

Section 3: Preferred Qualifications

- Associate's Degree in History, Education, or related field preferred at minimum; may substitute with three or more years of related field or volunteer work
- Previous experience in general office administration or customer service preferred

Section 4: Physical Requirements

This position regularly requires work that involves some combination of sitting or standing for prolonged periods of time, but may occasionally require instances of climbing (stepstool or small ladders), crouching, squatting, pushing and pulling, and carrying or lifting items up to 50 pounds.

Section 5: Working Conditions

This position primarily works indoors in a regular office or museum setting, but may experience some need for work in outdoor environments, such as during events or festivals.

Section 6: Work Schedule

This position is a part-time opportunity for mostly weekdays, but some evening and weekend availability is required.

Section 7: Personal Knowledge, Skills, and Abilities

The City of Osawatomie has identified the following employee core competencies that allow and encourage innovation, learning and improvement in both internal and external City services. These core competencies allow the City to accomplish the programs and strategic goals set by the organization in accordance with the organizational values. The core competencies are included in the performance assessment and review processes. Every successful employee is expected to demonstrate each of the following core competencies:

- *Personal Accountability*

Accepts responsibility and is accountable for his or her actions. Acts in ways that support honesty and upfront dealings with his or her work and maximizes the use and efficiency of time and resources. Completes tasks independently and in a timely manner. Meets attendance and punctuality guidelines.

- *Communication*

Clearly and concisely presents oneself both verbally and in writing assuring that others understand the intended message. Keeps appropriate people accurately informed and up-to-date of both positive and potentially negative information. Appropriately expresses one's own opinion. Refrains from immediate judgment and criticism of others' ideas. Delivers criticism in a way that demonstrates sensitivity to the feelings of others and waits for others to finish their intended message before responding. Writes concise correspondence when required. Understands of the importance of non-verbal communication and presents oneself in an appropriate manner.

- *Job Performance*

Maintains functional knowledge for position including experience, education, situations and systems. Follows City and Department policies and procedures regarding work performance as defined by the Department.

- *Initiative and Innovation*

Recognizes and pro-actively addresses opportunities to improve. Takes independent action within his/her scope of responsibility. Looks for opportunities to learn from others or on-the-job and applies new skills and knowledge to daily work. Applies and/or shares ideas about new trends, technology of data to improve organizational performance or customer service.

- *Leadership (Non-Supervisory)*

Willingly cooperates and works collaboratively toward solutions that best benefit all involved; works cooperatively with others to accomplish City and department goals. Willing to take a pro-active stance and/or leadership role. Puts goals of the City and/or department ahead of personal agenda, and supports and acts in accordance with City or departmental decisions even when such decisions may not entirely reflect personal position. Works to understand decisions, the reasons behind decisions, and is able to communicate them. Solicits the input of others who are affected by plans or action and gives credit and recognition to others who have contributed. Is able to provide guidance of direction through informal leadership, moving towards shared goals and objectives.

Section 8: Benefits Available

This position is not eligible for a full benefits package within the City of Osawatomie, but is eligible for the KPERS program.

Section 9: Other Information and Disclaimer

Department	Museum and Tourism
Division	Museum
Type	Part-Time
Pay Rate Type	Hourly
Weeks Per Year	52
Hours Per Week	20-25
KPERS Eligible	Yes
CDL Required	No
Random Drug Screen	Yes
Clothing Allowance	No
Drug Test Requirement	Yes

Physical Requirement	Yes
Background Check	No

The included statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a complete or exhaustive list of duties, responsibilities, or qualifications. The City of Osawatomie reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.