



City of Phoenix MUSEUM AIDE

JOB CODE 42010

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform technical archaeological and museological work. Duties include: archaeological excavation, exhibit preparation, collection management activities, publicity and marketing activities, and working with volunteers. Supervision is received from the Pueblo Grande Administrator. Detailed instructions are provided with each new assignment, however, incumbents are expected to exercise independent judgment in the completion of assigned tasks. Performance is evaluated through frequent observations and results obtained.

ESSENTIAL FUNCTIONS:

- Prepares a written catalog of archaeological collections;
- Acts as a crew member in archaeological excavations;
- Performs functions in the preparation and implementation of exhibits;
- Prepares and distributes publicity materials for the museum;
- Works with the Museum Educator in the preparation of classes and programs;
- Works with volunteers in the completion of collections and museum tasks;
- Assists in artifact stabilization and analysis;
- Works with the City Archaeologist in the maintenance of prehistoric features;
- Performs special laboratory tasks;
- Performs clerical tasks associated with the management of a museum and cultural park;
- Performs museum maintenance functions;
- Operates the museum and gift shop on weekends;
- Responds to questions from the public;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- General archaeological and museological procedures.
- Archaeology and anthropology.
- Southwest cultures.
- Public programming.



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Ability to:

- Construct and prepare museum exhibits.
- Perform cataloging and indexing tasks.
- Be tactful and courteous with the public.
- Travel over rough, uneven or rocky surfaces.
- Work independently when responding to public inquiries.
- Clean areas using a broom, mop or similar tool.
- Communicate orally in the English language by telephone or in a one-to-one or group setting.
- Bend or stoop repeatedly.
- Work cooperatively with other City employees and the public.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work locations, assignment or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

One year of experience in archaeological or museum work, and college course work in archaeology, anthropology or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.