



Brown County Human Resources

25 Market Street
Aberdeen, SD 57401
Erica.Coughlin@browncounty.sd.gov
Phone: 605.626.7109; Fax: 605.626.4010
www.brown.sd.us

Classification: Front Desk/Volunteer Coordinator

Wage: \$13.59/hour

Department: Museum

Reports to: Museum Director

FLSA: Non-Exempt

Opening date: 12-4-2019

Closing date: 12-18-2019

JOB DESCRIPTION

Summary/Objective:

Perform a variety of office duties, greet visitors, scheduling volunteers, keep track of staff, and sell items in the gift shop.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Greet and count visitors at the main front desk.
- Scheduling of volunteers for day-to-day duties and special events.
- Must be able to work independently and communicate well with other employees, volunteers and the general public.
- Monitor and maintain office supplies inventory.
- Arrange and display Museum store merchandise, organize.
- Keep store merchandise area tidy, attention to detail.
- Take stock inventory and requisition new stock.
- Attend and record minutes of monthly Museum and Foundation board meetings.
- Updating and keeping current a variety of social media accounts.
- Maintain, update and use store point of sale system
- Perform other duties as assigned, including notifying supervisor of concerns or issues.

Competencies:

- Stress Management/Composure.
- Problem Solving/Analysis:
 - o assessment using sound judgment;
 - o plan, organize and make decisions.
- Teamwork Orientation:
 - o collaborate with a team with integrity and adaptability.
- Decision Making:
 - o manage time and work with an attention to detail with a high level of accuracy;
 - o initiative to perform tasks on your own.
- Communication Proficiency:
 - o Principles and techniques of public relations and customer service, both in person or over the phone;
 - o Communicate effectively in oral and written forms.
- Technical Capacity.
- Knowledge of accounting, data and administrative management practices and procedures.
- Ability to delegate responsibilities such as gathering and monitoring information.
- Record keeping principles and practices.

Supervisory Responsibility:

- This position has no supervisory responsibilities

Work Environment:

- Works in well-lit and climate controlled office.
- Uses Word, Excel, the internet, copier, phone, scanner, adding machine, and other office equipment.
- May sit at desk or stand for an extended period of time.
- Friendly, teamwork oriented work environment.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction
- Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling
- Grasping: applying pressure to an object with the fingers and palm
- Talking: expressing or exchanging ideas by means of the spoken work
- Hearing: perceiving the nature of sounds without major correction
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat
- Moderate Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds; and/or up to 10 pound frequently, and/or negligible amount of force constantly to move objects.

Position Type / Expected Hours of Work:

- Part-time; Hours: Monday – Thursday 8:00am to 1:00pm, however some evenings and weekends are required on a rotating basis.

Travel:

- Periodic travel may be necessary.

Education and Experience:

- Post-secondary degree preferred or
- High School diploma/GED; AND five (5) years of administrative and supervisory experience
- Possess or be able to obtain a valid SD driver's license
- Retail experience helpful but not necessary.
- QuickBooks knowledge helpful but not necessary.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Apply by:

Submit cover letter and resume or Brown County application to:

- Brown County Human Resources
25 Market St.
Aberdeen, SD 57401

or

- Email: Erica.Coughlin@browncounty.sd.gov