



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Museum Assistant- Seasonal (Hourly)
\$11.96 per hour (LIMITED FRINGE BENEFITS) *

DEPARTMENT: Recreation & Parks

OPENING DATE: 03-26-21 **CLOSING DATE:** Open Until Filled

MINIMUM QUALIFICATIONS:

Education: High school diploma or G.E.D.

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

- ◆ Pass extensive background check with favorable results;
- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Valid drivers license;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Greets visitors to the museum; performs gift shop and admission sales; maintains daily financial and attendance records; gives guided walking tours; performs other duties as assigned.

DUTIES:

- ◆ Reports directly to Site Supervisor;
- ◆ Open and close museum facilities;
- ◆ Greets public, conducts tours for all age groups, gives directions to other attractions and visitor services;
- ◆ Light housekeeping duties & maintenance, light grounds maintenance and gardening;
- ◆ Operates museum gift shop and electronically processes admissions payments;
- ◆ May assist with other gift shop duties;
- ◆ May maintain boat manifest and communicate and coordinate water taxi trips with boat Captain;
- ◆ May be asked to assist with museum / park program and exhibit planning and presentation;
- ◆ Performs other duties as assigned by Site Supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain thorough knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to follow Museum Division procedures;
- ◆ Ability to effectively communicate with other staff and especially members of the public;
- ◆ Ability to apply departmental policies and procedures to daily work tasks;
- ◆ Ability to work independently on tasks and maintain accurate records;

- ◆ Ability to utilize relevant resources to research information;
- ◆ Ability to operate relevant computer systems, including hardware and software, and simple office machines; (such as cash register; credit card machine, and photocopier);
- ◆ Effective language and math skills;
- ◆ Willingness and ability to learn and operate a marine radio and Walkie Talkies.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires the ability to comfortably walk and talk ¼ mile without resting; ability to climb steep stairs, reach, pull and lift up to 25 lbs; work outdoors in diverse temperature and weather conditions; Work requires the ability to get on and off boats, move confidently on piers and kayak Launch;

The museum sites are located in park settings with access to waterfront areas. These sites require normal safety precautions for indoor, outdoor and waterfront facilities. The Museum Division provides all required first aid and safety trainings and expects employees to read, understand and be prepared to use the St. Mary’s County Emergency Procedures Manual. All staff are expected to report or remove / repair any observed public and staff safety concerns.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe workplace practices with office equipment, and/or avoidance of trips and falls.

COMPENSATION/BENEFITS:

Hiring Salary: \$11.96 per hour

FLSA: Non-Exempt

***Under the Affordable Care Act/ACA, hourly employees who average at least 30 hours of service per week over a 12-month measurement period are eligible for health insurance benefits.**

***Sick and Safe Leave is provided to Hourly employees who are regularly scheduled to work 12 hours or more per week.**

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2020 ST. MARY’S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Governmental Center, (Potomac Building)
 Department of Human Resources, 3rd Floor
 23115 Leonard Hall Drive, Leonardtown, MD 20650
 Phone: 301-475-4200 Extension 71100 Fax: 301-475-4082
 Jobs Line: 301-475-4200 Extension: 71109
 Email: smchr@stmarysmd.com Website: www.stmarysmd.com

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the Department of Human Resources: smchr@stmarysmd.com or (301) 475-4200, Extension: 71110

APPLY NOW – <https://www.stmarysmd.com/hro/application/apply/>

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.