

**CITY OF SPRINGDALE**  
**Position Description**

**TITLE:** Secretary (full time)

**DEPARTMENT:** Museum

**DATE:** July 1, 2005

**JOB SUMMARY:** Responsible for assisting the director and staff in carrying out the daily operations of the museum.

**SUPERVISION RECEIVED:** Works under the guidance of and reports to museum director.

**SUPERVISION EXERCISED:** Occasionally trains and exercises direction over volunteer personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintains and updates membership records, including writing and distributing reminder letters and thank-you letters, recordkeeping for dues, and transmittal of checks to board treasurer.
- Maintains endowment records, including making ledger entries and sending thank-you letters.
- Types correspondence for director and other staff members, including but not limited to: letters of inquiry, appreciation, and recommendation; correspondence between museums, museum organizations, and museum colleagues; and letters to job applicants.
- Makes calls for board of trustees' meeting reminders and types and/or distributes board of trustees' and board committees' minutes, informational mailouts, reminders, and financial reports.
- Collects staff timecards, completes time sheets, and delivers to and coordinates with City payroll.
- Oversees newsletter mailout, including labeling, sorting, bundling, and bulk mailing, as well as arranging for and supervising volunteers working on newsletter and providing for their refreshments.
- Clips newspaper articles for and assembles yearly museum scrapbook.
- Maintains museum calendar for programs, events, meetings, etc.
- Provides and sends out all-occasion cards on behalf of museum.
- Maintains museum guestbook for Shiloh Sandwiched-In days.
- Answers telephone, takes messages, answers inquiries concerning programs, events, workshops, etc., distributes staff mail, orders supplies and keeps supply closet stocked.
- Assists with special museum events.
- Performs other duties as assigned.

**PERIPHERAL DUTIES:** Performs variety of miscellaneous duties such as making arrangements for use of museum facilities, opening/closing museum, serving as receptionist, giving Searcy House tours, etc. Assists other staff in performance of their duties as required.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:** High school degree or GED; three or more years of experience in an office; one year in supervisory capacity; or any equivalent combination of education and experience.

**Necessary Knowledge and Skills:** Considerable knowledge of office operations; some general knowledge of museums and local history; working knowledge of computer systems; ability to read and speak Spanish a plus.

Administrative skills; ability to be organized and self-directed; ability to multi-task; ability to work in a team-oriented environment; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with volunteers, director, other agencies, and the public.

**TOOLS AND EQUIPMENT USED:** Computer including word processing; typewriter; copier; calculator; general office equipment.

**PHYSICAL DEMANDS:** Frequently required to walk, sit, talk, and hear; frequently required to use hands to handle, feel, or operate objects, tools, or controls and to reach with hands and arms; occasionally required to climb or balance, stoop, kneel, or crouch; occasionally lifts and/or moves up to 25 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT:** Noise level in work environment ranges from somewhat quiet to somewhat noisy. Office temperatures generally comfortable; temperature and humidity levels in other areas are set for optimal collections conditions and are frequently cooler than average office environments. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.