

JOB TITLE: BOSQUE COLLECTION MANAGER

DEPARTMENT: HISTORICAL

REPORTS TO: COUNTY JUDGE

FLSA: NON-EXEMPT

POSITION SUMMARY:

Performs all the administrative functions of the Historical Commission; coordinates with various organizations for the implementation of programs and projects. Manages scheduling of the facility for the benefit of the public. Keeps the public informed through various ways with articles and public speaking engagements.

ESSENTIAL RESPONSIBILITIES:

- Assisting the public with research of the historical archives such as retrieving historical material
- Answers and responds to all email, phone or in person inquiries
- Maintaining, organizing and the safe keeping of the historical archives
- Open, sort and route incoming mail after retrieving from the post office
- Interpret and compile newsletters, news articles or other media outlets
- Assist Bosque County Historical Commission to promote, educate and improve the history of Bosque County
- Coordinate with various organizations to assist with projects to further the work and history of Bosque County
- Research grant potential availability
- Collect funds and prepare deposits regularly from the sale of specialty items
- Participates in public speaking engagements occasionally when requested
- Schedules and oversees facility used by other departments; maintain calendar
- Administers department's annual budget and authorizes all purchases
- Record and archive oral histories of Bosque County in written, verbal or media form
- Maintains office supply inventory
- Regular attendance and timeliness is required

ADDITIONAL RESPONSIBILITIES:

- Ability to cooperate and interact with co-workers and the public frequently
- To perform any duty assigned by the County Judge within the scope of the department
- Custodial work of the upstairs area which includes sweeping, mopping and dusting
- Responsible for keeping kitchen area clean which includes washing and putting away dishes; keeping appliances organized and clean; keeping courtyard area clean

WORKING CONDITIONS:

- Office environment-exposed to occasional change in temperature
- Occasionally exposed to extreme weather conditions when transporting mail or other documents to various locations

EDUCATION:

- High school diploma or equivalent required
- Minimum 3 years experience in a related field; or an equivalent combination of education and related experience required

SKILLS:

- Must have ability to understand, remember and communicate routine, factual information
- Must have the ability to apply common sense in performing tasks
- Required to multi task and make deadlines
- Required to apply oral and/or written instructions or other information
- Ability to perform basic math skills
- Ability to read and comprehend
- Ability to use programs such as MS Word, Excel and Photoshop
- Able to operate office equipment including copier, printer, microfilm reader/printer
- Able to operate various audio/visual equipment
- Valid Texas driver's license

PHYSICAL REQUIREMENTS:

- Ability to regularly lift/carry to waist high level 40+ lbs and occasionally lift/carry to overhead level 20+ lbs
- Must be able to sit in stationary position at least 50% of the time
- Must be able to climb stairs and step ladders
- Must be able to walk, stand and move about inside office and other departments
- Ability to bend, twist, stoop, kneel, lift and reach to retrieve files, documents and records
- Ability to see, hear and use fine motor skills to operate a computer, various office equipment
- Must be able to talk and communicate with others and give accurate information
- Ability to drive vehicle in all types of weather conditions

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

JOB DESCRIPTION

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job related duties requested by their supervisor in compliance with federal and state laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at will" basis.

Employee's Signature

Date

Department Head Signature

Date