



Job Title:	Part-Time Museum Attendant	Salary Range:	\$8.50 to \$9.50 Per Hour DOQ, FLSA Non-Exempt
Recruitment Dates:	July 7, 2010 through August 4, 2010, 2:00 pm.		

The Town of Gila Bend is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administration needs of a town.

- General Purpose. To serve as a museum attendant and ambassador for the Town of Gila Bend and local attractions.
- Assures the provision of adequate materials for the marketing of Town related tourism
- Hours: 25 hours per week. Normally 9 a.m. to 2 p.m. Mon-Fri, but may vary depending on staff need.
- Answers phones and greets visitors, providing information and referral to visitors of the museum and visitor center; Responds to requests for directions and information.
- Maintains supplies and brochures for the Museum and Visitor Center; May create local marketing literature for distribution.
- Ensures that correspondence is responded to, and that the Museum visitors are encouraged to visit sites in the area.
- Must be able to type efficiently and have computer skills including Microsoft Word and Outlook. Must be able to file and use general office equipment efficiently.
- Must be friendly, patient, and have great listening skills.
- Performs other duties as assigned.

Minimum Qualifications

Graduation from High School or GED required. Possession of a valid Arizona driver's license and a clean driving record required. Proficiency in Microsoft Office desired, primarily Word. Ability to establish and maintain cooperative working relationships. Knowledge of general office equipment and procedures.



All applicants must pass a pre-employment drug and alcohol screening and background check. All applicants must pass a 6 month probationary period.

Skills required: Knowledge and ability to implement the following:

- Excellent phone etiquette and verbal communication skills.
- Ability to respond rationally during emergency situations.
- Punctual and dependable with excellent attendance, and dedicated.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job may be substituted for evaluation at the discretion of town management.

Performance Aptitudes

Physical Ability: Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 30 pounds and less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of office equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Application Procedure

Please submit the following by mail, e-mail, or fax. :

- (1) Resume (with Work History for the past 5 years),
- (2) Cover Letter,
- (3) Three (3) Work Related References

Questions should be directed to Beverly Turner, Town Clerk.

By Fax

Beverly Turner
Town of Gila Bend

928-683-6430

By Mail

Beverly Turner
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By E-mail

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