JOB OPENING

CITY OF FARMINGTON

JOB POSITION #159: EDUCATION ASSISTANT

NUMBER OF VACANCIES: 1 **DEPARTMENT:** Parks, Recreation, and Cultural Affairs
WORK LOCATION: Museum Center **HIRING RANGE:** $10.00/hourly
PAY GRADE: Temporary
DAYS WORKED: Tuesday - Saturday **HOURS WORKED:** Varied
TYPE OF POSITION: Temporary, Part-Time
APPLICATIONS WILL BE RECEIVED UNTIL: Until Filled

JOB DUTIES

Resumes submitted without a City of Farmington application will not be considered in our job selection process.

ESSENTIAL DUTIES:

Responsible for the daily operations of museum facilities, museum programs, and special events.

Works under the supervision of the E3 Children's Museum Education Coordinator.

Conducts education programs at the Children's Museum and other special events.

Assists in developing education programming and/or materials for traveling and permanent exhibits.

Assists in recruiting and coordinating volunteers for programs and events.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all the members of the general public.

Operates a motor vehicle to assist in carrying out the business of the department and the City. Attendance at work is an essential function of the position.

NON-ESSENTIAL DUTIES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow up testing.

Valid New Mexico driver's license with acceptable driving record for the past three years or state of current residency.

Graduation from high school or GED equivalent

Ability to plan and organize education programming for multiple aged children, while working with parents, caregivers, and other adults present.

Ability to work with groups of multi-aged children with no adults present.

Ability to train and work with possible and established volunteers.

Working knowledge of personal computers and software, including Microsoft word and Excel.

Must be available to work a varied work week to include weekends, evening, and holidays as required.

Ability to accurately record and maintain records.

Must possess a high degree of proficiency in public relations skills.

Ability of follow verbal and or written instructions

Ability to communicate effectively, verbally, and in writing.

Ability to work under stress and handle stressful situations.

Ability to meet deadlines.

Ability to operate tools and equipment listed.

TOOLS AND EQUIPMENT USED

Personal computer including Microsoft word, Excel, motor vehicle, calculator, copy machine, telephone, fax machine, and cash register.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to stand, walk, use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee

is frequently required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear; employee is occasionally required to smell.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Description - Education Technician

Work is performed in a variety of settings including office, store, public galleries, and classroom settings. The noise level in the work environment will vary accordingly.

While performing the duties of this job, the employee occasionally works inside and outside.

Noise level: moderate to noisy.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.