



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Cultural Center Assistant Director
Department: Administration
Supervised by: Cultural Center Director
Pay Range: T-4 \$14.42 - \$20.19 (\$29,993.60 - \$41,995.20 annually) DOQ
FLSA Status: Non-Exempt – Hourly / Regular Full-Time

Position Summary: Under the supervision of the Cultural Center Director. Assist the Cultural Center Director to carry out the daily operation of the Cultural Center. The individual is the first point of contact for the Cultural Museum visitors. Setting up operational goals and procedures, establishing priorities, designing work flow and implementation of exhibitions. Must be professional in appearance, demeanor, and actions, must demonstrate the ability to follow instructions and work without continuous supervision. This position requires a person with excellent communication skills on phone and in person.

Essential Functions:

- Ensures the Cultural Center is open to the public according to posted hours of operation.
- Ability to deal with the general public and fellow workers in a cordial and professional manner.
- Ability to maintain basic but accurate records on various work activities and work schedule.
- Providing assistance in museum operations.
- Serves as the source of specialized information to the public. Explains and describes the collection and available reference material through workshops, lectures and in response to inquiries.
- Provides assistance with the Director on events, scheduling volunteers maintaining a work email, and other general operational tasks.
- Maintains the order of and ensures the special care, security, and proper user handling of collections and exhibits.
- Prepares exhibition checklist
- Catalogues and makes routine identifications of new acquisitions using Museum System (TMS) database.
- Selects collection for display, exhibition and installing and disassembling exhibits.
- Setting up operational goals and procedures, establishing priorities, designing work flow
- Performs administrative functions in connection with daily departmental business.
- Oversees and instructs support staff.
- Work the necessary extended hours, evenings and/or weekends based on operational requirements.
- Must be a team player in a close office environment.
- All other duties must be completed as assigned.

Supervisory Responsibilities: Oversees and instructs support staff (i.e. volunteers; Docents, AARP Workers).

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Analytical—the individual synthesizes complex or diverse information.
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Oral Communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts productive meetings.
- Delegation—the individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities.
- Leadership—the individual inspires and motivates others to perform well and accepts feedback from others.
- Management Skills —the individual includes staff in planning, decision-making, facilitating and process improvement; makes self-available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- Quality Management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—the individual displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- Planning/Organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Safety and Security—the individual observes safety and security procedures and uses equipment and materials properly.

Experience and Education:

- High School Diploma or GED is required
- Must have a minimum of three (3) to five (5) years of experience working in a museum or comparable organization or institution dedicated to the presentation of Native American Exhibits.
- Must have a minimum of two (2) to three (3) years of experience in records, collections, library and research, including managerial responsibilities.
- Preferred related work experience and/or education; Associate's Degree with three (3) years of related work experience; or a Bachelor's degree in a related field with little or no work experience.
- Highly skilled in public speaking, to include excellent writing skills, with the ability to present information and materials to diverse populations.
- Must have computer experience and be proficient in Microsoft Word, Excel, and Publisher.
- Must have good administrative, organizational and communication skills.

Other Requirements:

- Reliable and available to work flexible hours which may include some weekends and/or evenings as needed.
- Must have excellent interpersonal, written and oral communication skills is required.
- Possess strong attention to detail and demonstrate ability to exercise good judgment.
- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Willingness and ability to learn new computer technology.
- Must have and maintain a valid California Driver's license and to be insurable under the Tribe's existing automobile insurance policy. DMV printout required with application.
- Shall comply with the Drug-Free Workplace Policy and a Criminal Background Investigation.

- May be required to submit random drug testing while employed.

Physical Demands:

- Normal office conditions apply, including repetitive wrists and arm movement and long periods of sitting or standing.
- Ability to lift 30 pounds with assistance.
- The ability to focus, bend, carry reach to the side, front and overhead, push, pull, walk, stand, twist and squat are occasional requirements in a normal office setting.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.