



Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00258	Pay Grade:	4
JD Title:	Operations Assistant	JD FTE Hours:	35
Job Family:	Museum		

General Description

Responsible for the safekeeping of the University art collection and for the works of art on exhibition in the Museum’s care. Required to monitor and identify the safety requirements and physical needs of the Museum in order to maintain a safe, secure and environmentally sound building.

Representative Duties & Responsibilities

- Investigate security alarms and other issues by locating the source, gathering information to determine what set off the alarm, and liaising with the appropriate contacts to determine the nature of the alarm.
- Record information from visitors and callers regarding appointments and tour requests.
- Direct visitors to the education staff within the galleries.
- Track and monitor the number of people in the Museum.
- Gather and compile data required to produce statistics that detail the attendance at a variety of Museum events and activities.
- Count and reconcile catalogue sales and cash donations and complete and submit a monthly cash deposit summary.
- Document information for evacuation procedures and security system.
- Update and maintain information in a variety of databases.
- Update and maintain information on department web pages.
- Demonstrate a thorough understanding of emergency and internal security procedures.
- Listen to radios and be alert to potential security issues by identifying key words and codes.
- Accompany service, repair, and maintenance people through the building and grant them access to required areas.
- Adjust thermostats according to prescribed levels, to ensure temperature and humidity levels are maintained.
- Monitor and program the security system.
- Update and maintain the Museum Security and facility manuals.
- Provide computer service repair and solve routine computer system and network problems.
- Set up and maintain audio-visual equipment.
- Assemble computer systems and equipment.
- Update and maintain computer equipment, software programs and peripherals.
- Provide orientation on security procedures to new staff, students and volunteers.
- Organize breaks and lunch schedules for monitor staff.
- Perform security checks at the beginning and the end of each shift to ensure Museum is secure.
- Report any unusual activities or damage to appropriate Manager.

Supervision

- No formal supervision of others is required.
- Occasionally provides orientation and shows procedures to others.

Qualifications

- 1 year Community College diploma in a relevant field of study.
- Requires 3 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to enter information into databases.
 - Scrolling through various cameras to monitor visitors and facility.
- A typical work day consists of up to 2 hours of moderate physical effort for activities such as:
 - Standing for extended periods of times when walking and monitoring the Museum.
- A typical work day occasionally requires high physical effort for activities such as:
 - Lifting and moving heavy artwork and crates.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Collecting routine information, word processing routine documents, and inputting data into databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Monitoring and identifying safety requirements and physical needs of the Museum in order to maintain a safe, secure and environmentally sound building.
 - Investigating security alarms and other issues by locating the source, gathering information to determine what set off the alarm, and liaising with the appropriate contacts to determine the nature of the alarm.
 - Providing computer service repair and solving routine computer system and network problems.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

Physical Environment:

- No adverse physical elements are inherent to this position.

Psychological Environment:

- Frequently required to remain at the work station.

Health & Safety:

- Occasionally required to lift and move heavy artwork.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00258	Pay Grade:	4
JD Title:	Operations Assistant	Total Points:	341
Job Family:	Museum		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	3.5	71
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	2.0	23
	5. Education and Experience	C3	52
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	1.5	19
	10. Responsibility for Others	1.0	10
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	2.5	53
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5