

EXHIBIT "A"  
RESOLUTION NO. 03-96-633

CITY OF WRANGELL

JOB DESCRIPTION

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JOB TITLE: Seasonal Sales Clerk/Museum Receptionist  
REPORTS TO: Museum Director/Curator  
DEPARTMENT: Museum  
JOB PURPOSE: Relief staff for Temporary Sales Clerk/Museum Receptionist. Assists with day to day operations of the Museum and Gift Shop during the summer tourist season. Position is funded for 20 hours/week for 12 weeks. Schedule is variable and may require weekend work.

Duties, Responsibilities, and Accountabilities

1. Assists in gift shop operations. Operates cash register. Makes change. Writes receipts and keeps administrative records as required. Restocks as required. Takes inventory according to established procedures.
2. General maintenance. Assists in vacuuming and dusting, cleaning restroom(s), cleaning areas immediately outside of museum doors, emptying trash as necessary. Helps to keep museum and gift shop area neat and presentable.
3. Research and Information. Answers visitor questions, including general questions about Wrangell as well as questions about the history of the Wrangell area. Also may research information for visitors. Answer phone and provide information as necessary. Gives museum tours as required.
4. Teamwork and cooperation. Performs other related duties as assigned. Works cooperatively with other employees and the public. Responsible for making visits to museum pleasant and memorable.

Knowledge, Skills and Abilities

1. Requires good working knowledge of Wrangell area in general, a more detailed knowledge of Wrangell history, and general knowledge of Alaskan History. In absence of the above, requires self-motivation to learn necessary details of area history in order to provide visitor information. Must learn

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history of museum collections and be able to answer questions intelligently. These skills may be learned on the job. Familiarity with museums a plus.

2. Previous sales experience desirable. Cash register and 10-key operation experience desirable, but will train.
3. Requires a high degree of motivation, ability to prioritize work and assume general administrative responsibilities. Must be able to work independently, to be on time, and to be dependable.
4. Requires excellent interpersonal skills, and ability to communicate effectively with persons of diverse backgrounds.
5. Requires an ability to tolerate noise, daily stressful conditions, and to be able to work in crowded conditions.
6. Because this position involves handling of money, as well as being responsible for the museum's collection, position requires a background check. Must be aware of high level of responsibility for security of the museum's collections.