

PYRAMID LAKE PAIUTE TRIBE

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JOB ANNOUNCEMENT

CULTURAL CENTER/MUSEUM ATTENDANT (On-Call)

Cultural Center/Visitor's Center, Nixon, NV

\$9.72 - \$10.20 per hour, On-Call as needed

Class Code: 217, Grade: 7, Steps 1-3; DOE

Date Posted: 02/09/2018

Date Closes: OUF

DEFINITION: Under the supervision of the Cultural Center/Museum Director, assists visitors by providing information and directions as requested, performs security activities to protect visitors and exhibits. Maintains inventory and gift shop sales. Performs other related work as required.

DUTIES & RESPONSIBILITIES:

Prepares museum daily by turning on lighting, inspecting entire premises for damage, assists in cleaning to ensure readiness to receive visitors.

Assists visitors by providing information and directions; answers visitor questions regarding exhibits, history, locations and public facilities. Assists visitors with special problems.

Operates surveillance systems to ensure the protection of visitors and property within the museum. Responsible for security of the museum and exhibits. Patrols facility to check for vandalism and notifies supervisor of any findings.

Secures the building at the end of the day. Prepares detailed reports of accidents and maintains the daily security log.

Collects admission fees and makes correct change as necessary; keeps records of cash received and prepares appropriate paperwork; may assist in the gift shop as cashier/sales clerk.

Maintains accurate accounting of all sales transactions. Keeps gift shop clean and neat and shelves stocked with adequate merchandise for optimum sales.

Assumes responsibility for operation of museum gift shop which includes pricing, sales transactions, conducting sales, stocking shelves and taking inventory as directed. Prepares purchase requisitions for the director's approval and creates sales displays.

Types a variety of reports, budgets, proposals, and other materials for review and submission to appropriate staff or agencies as well as narratives, tabular material and research as required.

DUTIES & RESPONSIBILITIES CON'T:

Performs receptionist duties and receives visitors and phone calls and refers to proper staff.

Receives, distributes and documents incoming mail. Ensures proper processing of all outgoing mail.

Assists with historical photo files, including data collection, recording and filing.

Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of the history of Pyramid Lake and the Northern Paiute people; emergency first aid; customer service and ability to relate to visitors in a friendly and helpful manner.

Ability to: learn and interpret museum policies, procedures, rules and regulations; operate alarm systems and security devices utilized in museum facilities; learn exhibit contents and translate effectively to the public; exercise good judgment, courtesy and tact in receiving callers and obtaining or providing information; operate a computer and possess a working knowledge of word processing, database and spreadsheet software systems; operate a cash register and conduct basic mathematical calculations; maintain alpha/numeric files and operate standard office machines; greet and deal effectively with the public and co-workers in a courteous and diplomatic way in a high volume, continuous contact setting; work independently.

Must possess a valid driver's license and be insurable under the Tribe's vehicle insurance policy.

REQUIRED EXPERIENCE & TRAINING:

Graduation from high school or GED and one year of experience dealing with the public on a continuous basis; OR an equivalent combination of education and experience in which the applicant can demonstrate possession of the entry level knowledge, skills and abilities.

Education above the high school level may be substituted for the required experience on the basis of one year college education, equivalent to six month's experience.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, extension 1132/1120/1119.

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.