



<b>Job Title</b>	<b>Museum Development Technician</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>12589</b>

### Class Specification – Museum Development Technician

**Summary Statement:**

The purpose of this position is to perform a variety of complex administrative duties related to revenue generating and accounts payable activities of the museum. This includes maintaining a schedule of facility rentals, interacting and recruiting potential clients, and collaborating with museum staff to carry out events as planned. The position will also support fundraising efforts by processing donations and cash receipts, producing invoices, preparing acknowledgment letters, and creating reports. S/he will also maintain timely billing to ensure proper documentation, correct account coding, reconciliation and compliance with city requirements using appropriate software. Perform the full range of clerical duties including filing, record keeping, and data processing. The position will attend meetings, prepare agendas, and maintain minutes.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Providing excellent customer service by responding to facility rental requests, communicating with clients, identifying ways to recruit new clients, maintaining schedule of activities, providing clients with policies and guidelines, and ensuring these procedures are followed to protect the museum’s stewardship and public trust obligations.
25%	Processing donations, maintaining donor database, creating regular bank deposits, reconciling monthly bank statements, and creating regular accounting reports for manager. Developing acknowledgment letters, membership renewals, and donor invoices.
20%	Paying invoices, creating purchase orders, reconciling monthly Visa statements, maintaining appropriate accounts payable documentation, and creating budget reports.
15%	Filing, record keeping, data processing, preparing agendas, and completing meeting minutes.



<b>Job Title</b>	<b>Museum Development Technician</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>12589</b>

**Competencies Required:**

**Human Collaboration Skills:** Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

**Reading:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Standardized Skill Requirements:** Work requires the use of standard technical skills appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Equivalent to completion of the twelfth grade (high school diploma or GED) supplemented by additional specialized training in secretarial sciences, accounting, or other related field.

**Experience:** Three years of full-time administrative, secretarial, and/or clerical accounting experience.



<b>Job Title</b>	<b>Museum Development Technician</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>12589</b>

**Education and Experience Equivalency:**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

**Supervision Received:**

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**

The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department.

**Physical Demands:**

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never



<b>Job Title</b>	<b>Museum Development Technician</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>12589</b>

Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office, PeopleSoft, DonorPerfect, accounting software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: July 2016