

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR0612673

Date Posted: 12/06/10

POSITION NO: 283047

Closing Date: 12/17/10

CLASS CODE: 3297

POSITION TITLE: Museum Facilities Representative

DEPARTMENT NAME: Division of Natural Resources - Navajo Nation Museum

DEPARTMENT NO: 61 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N580A

Days: Mon. - Sat.

Permanent:

SALARY:

Hours: FLEX

Temporary:

Duration: \_\_\_\_\_ \$ 21,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.55 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Schedules events in conference and outdoor facilities; resolves scheduling conflicts; ensures appropriateness of use; maintains ongoing schedules of events manually and on computer; moves and sets-up furniture and presentation equipment; determines and calculates fees, tracks invoices and receipts; and assists event sponsors with special needs.

Provides security for building and exhibitions; monitors visitors in the galleries and other public areas; intercedes with persons who are violating building rules; responds to emergencies; shipments; opens and closes building at the beginning and ends of each day.

Provides public information in person, by telephone, and through written communications to visitors, callers, and events sponsors. Receives and routes telephone calls and faxes to appropriate Museum staff members or other departments. Gives tours to visiting groups and organizes special excursions/tours.

Provides occasional sales assistance in Museum Store; records transactions, takes cash and makes change, processes credit card sales, counts cash; assists other staff as needed including; marketing activities such as mailings and broadcasts of informational faxes; assists with custodial duties to keep public areas presentable; orders and maintains stock of specialized conference equipment and supplies and other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Graduation from High School or GED;

**Experience:**

(3) three years of public contact and services experience or an equivalent combination of training and experience which provides the capabilities to perform the described duties.

**(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of principles and practices of facility management, security, and public information delivery. Skill in interacting with the public, including children, adults, and the elderly; skill in handling difficult people; skill in oral and written communications; skill in operating standard office equipment including multi-line telephones, fax, copies, computers and software; MS Outlook, Excel, and Word. Hours of availability include weekends and occasional late hours. Navajo speaking helpful but not required.

**License/Certification Requirements:**

Valid State Drivers License. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*