



Position Responsibilities- Non-Essential/Other

- Performs other related duties and other duties as assigned.

Essential Skills and Experience

- Requires Bachelor's degree or education and training equivalent to four years of college education in business, liberal arts or any field other than engineering or the hard sciences.
- Requires over four years of progressive management levels or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.
- Requires performing professional level work requiring the application of principles and practices of a wide range of administrative methods in the solution of administrative problems; requires general understanding of operating policies and procedures and the ability to apply these to complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.
- Requires reading professional literature and technical manuals; speaking to groups of employees, other public and private groups; writing manuals and complex reports.
- Requires performing coordinating work involving guidelines and rules with constant problem solving.
- Requires performing addition and subtraction, multiplication and division.
- Must possess a valid South Carolina driver's license.

Mental & Physical Demands- ADA Guidelines

Physical Demands

- | | | | |
|------------------------|--------------|------------------|--------------|
| • Sit | Frequently | • Climb | Occasionally |
| • Walk | Frequently | • Crawl | Occasionally |
| • Stand | Frequently | • Squat or Kneel | Occasionally |
| • Handling | Frequently | • Bend | Occasionally |
| • Reach Outward | Frequently | | |
| • Reach Above Shoulder | Occasionally | | |

Lifting Requirements

- | | | | |
|---------------------|--------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Occasionally | | |

Pushing and Pulling Requirements

- | | | | |
|---------------------|--------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Occasionally |
| • 13 to 25 pounds | Occasionally | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Occasionally | | |





Definitions

- **N/A** Not Applicable Activity is not applicable to this occupation
- **O** Occasionally Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- **F** Frequently Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- **C** Constantly Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
---------------------	--------------------	-------------

Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
-------------------------------	------------------------------	-------------

EXCELLENT EMPLOYMENT OPPORTUNITY

ASSISTANT TO THE MUSEUM DIRECTOR

\$16.90 - \$20.02 DOE

The City of Cayce is taking applications for An Assistant to the Museum Director. The purpose of the class is to manage all operations of the City Museum under the direction of the Director. The class assists in long-range planning and growth and for museum collections, displays, buildings and grounds. The class works within broad policy and organizational guidelines, independently plans and implements projects; reports progress of major activities through periodic meetings with the Director.

Requires Bachelor's degree or education and training equivalent to four years of college education in business, liberal arts or any field other than engineering or the hard sciences. Requires over four years of progressive management levels or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Excellent benefits package that includes State Retirement and paid health insurance. Applications are available on the city website: www.cityofcayce-sc.gov. **A valid SC Driver's License with a good driving record is required. Must provide DMV report at first interview. Application required.** EOE