

**CITY OF GLOBE**  
**MUSEUM ADMINISTRATIVE/PARKS AND RECREATION CLERK**  
**PART-TIME (28-35 hours per week) at Besh Ba Gowah Museum**  
**Job Posting 20-17**

The City of Globe is accepting applications for a non-exempt **Part-time (28-35 hours per week) Museum Administrative/Parks and Recreation Clerk**. This position is benefits eligible. The Besh Ba Gowah Museum is looking to hire an outgoing and enthusiastic clerk to greet visitors, communicate site history, promote local attractions and respond to parks and recreation inquiries. The position will take visitor admissions, perform gift shop cashier duties, clerical work, computer data entry, answer phones, manage recreation calendars, and provide excellent customer service. The clerk position will conduct museum and facility tours; assist with social media and advertising activities; assist with special events; coordinate City recreational facility/utility requests and will perform daily janitorial duties. The clerk position may assist in the operations, services, and programs in other City departments and perform other duties as assigned.

**Desired Qualifications:**

- Valid Arizona driver's license
- High school diploma or GED
- At least eighteen (18) years of age
- Ability to work flexible hours, weekends, holidays (This is a weekend position. Schedule is 7 hours per day with an hour lunch break. Days off are Monday, Tuesday and every other Wednesday.)
- One (1) year experience working with the public, customer service, answering phones, and cashiering
- Must pass drug test, background check, and a physical examination
- Museum/tourism industry experience and/or knowledge preferred
- Parks and recreation experience and/or knowledge preferred
- Ability to stoop, climb and lift up to 25-50 pounds
- Knowledge of personal computer, including word processing database software and social media
- Ability to establish and maintain effective working relationships with co-workers, City management/departments and the general public
- Ability to communicate effectively, verbally and in writing

**Salary: \$ 12.50/hour**

Applications and a complete job posting are available at City Hall, 150 N. Pine Street, Monday through Friday, 8:00 a.m. to 5:00 p.m., or on our website at [www.globeaz.gov](http://www.globeaz.gov). Position will remain open until filled. Applications with any additional related information must be submitted at City Hall or by fax at (928) 425-4820 for consideration in first review on Friday, **October 2, 2020, at 5:00 p.m.** Please respond to **Job 20-17**. EEO / H / V / A/A