

Summary of Duties: Acts as a guide in various City Historical Parks and Museums, pointing out and answering questions relative to astronomical and scientific experiments and exhibits, historical, architectural, artistic, or naval and marine life exhibits at various museums, galleries and facilities operated by the City and does related work.

Distinguishing Features: A Museum Guide must be able to answer technical and general questions about the establishment and history of the particular facility as well as the various exhibits and have general background knowledge to enable an understanding of the exhibits at the facility. The duties and responsibilities of a Museum Guide are specifically related to their disciplines or areas of expertise, and they receive little direct supervision. In addition to their regular guide activities, they are also involved in safeguarding the exhibits and performing routine security services.

Examples of Duties: Checks the various exhibits to see that they are in proper order and, in the case of visitor-operated or automatic equipment, that they are operating correctly; demonstrates, adjusts, and operates various scientific or other equipment located at the respective facility.

Uses a public address system for making routine announcements of activities; may work at a counter selling literature, postcards, and other items and souvenirs connected with the facility; answers routine questions over the telephone; open and close facilities; and safeguards the facility and specific exhibits.

Qualifications: The ability to acquire a working knowledge of physics and astronomy, local naval history, marine plant and animal life, and nautical equipment are required at some facilities, while others require a knowledge of fine arts, the historical significance of decorative arts, artifacts and architecture, and a good knowledge of California history; the ability to demonstrate and explain exhibits; the ability to convey a favorable public image; and the ability to guide groups to various points of interest smoothly and to deal with the public tactfully and effectively in obtaining compliance with rules and protecting exhibits and other property at the facility.

Completion of 12 semester units or 18 quarter units in a recognized college or university in architecture, history, art history, physics, chemistry, biology, astronomy, zoology or a related field is required. Six months' experience performing work in the above fields may be substituted for the required education.

Physical Requirements: Strength to perform average lifting of up to 15 pounds and occasionally over 25 pounds; ability to walk and stand for extended periods; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission rule 2.5 Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.