City of Mason City
Office Manager (Museum)

Class Spec Code	5521	**Established Date**	01/01/2021
Last Revised Date	03/06/2026	**Effective**	10/20/2026
Salary Range	$23.47 - $30.16 Hourly $48,817.60 - $62,732.80 Annually	**Bargaining Unit**	Non
EEO	EEO4-Administrative Support	**Occupational Group**	NON
FLSA	Non-Exempt	**Benefit Code**	FULL1
Physical Class	Drug Test		

Summary

Assists the Museum Director in coordinating office services for the MacNider Art Museum, such as museum staffing, budget preparation and control, records control, and special management assignments.

Essential Duties

- Maintains ledger of accounts using standard bookkeeping procedures and balances and prepares monthly statements. Correlates museum statements and records with city reports and records. Maintains financial records for various programs: e.g. exhibitions, education, etc.
- Monitors funds available for investment, monitors investments and allocates interest.
- Transcribes and prepares agendas, minutes and other clerical materials related to Board of Trustee activities and processes.
- Checks and balances cash boxes daily and processes all museum deposits.
- Process bills, mail payments, and submits department time records to payroll.
- Maintains data for artists entering competitive shows. Compiles and computes quarterly artist compensation.

- Primary responsibility for typing, mailing, and filing of correspondence, reports, applications, contracts, memos, and other materials for department. Responds to general correspondence.
- Gathers facts, assists with preparation of reports related to annual report, personnel matters, finance, and other administrative matters. Establishes and maintains administration files.
- Inventories and orders general office supplies and general printed materials.
- Assists with reception desk and duties as needed (including Museum opening and closing).
- Primary responsibility for operation and maintenance of office equipment. Assists the studio staff by operating the 3D Circuit equipment.
- Supervises and assists some volunteers. May serve as work leader providing direction and training for one or two other clerical workers.
- May serve as a backup to Museum Director in their absence.
- Must be able to follow and understand safety rules and regulations.
- Attends work regularly at the designated time and place, including some evenings and weekends.
- Performs other duties as assigned.

Minimum Qualifications

Education and Experience

1. Graduation from high school or GED from an accredited institution of higher learning.
2. Associates Degree or 60 hours of college level coursework from a recognized accredited institution in business or related field.
3. Experienced in the use of Quickbooks
4. Two (2) years of increasingly responsible experience in a relevant field.
5. Proficiency in Microsoft Word, Excel and Access.
6. Equivalent education and experience.

Knowledge, Skills & Abilities

1. Basic knowledge of office practices and procedures; basic knowledge of modern records management techniques; basic mathematical computations, thorough knowledge of computers/data processing, proficient knowledge of accounting principles and practices.
2. Skill in operating the listed tools and equipment.
3. Ability to perform job responsibilities in an accurate and efficient manner.

4. Ability to establish and maintain effective working relationships with employees and the public; ability to communicate effectively verbally and in writing.
5. Ability to handle stressful situations, work independently, be self-directed in completing job duties, and to carry out assigned projects to their completion.
6. Ability to maintain strict confidentiality with sensitive and restricted information.

General Position Information

TOOLS AND EQUIPMENT USED

Standard office equipment and relevant software, and 10-key calculator.

PHYSICAL DEMANDS

The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in an indoor office environment. The employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application and resume, rating of education and experience; oral interview, background/reference check; post-offer drug testing; job related tests

may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Position Specifications

Department: Charles H. MacNider Museum
Pay Grade: G
Union: No
Civil Service: No
Exempt: No

Works under the direct supervision of the Museum Director.