



Assists and advises on matters pertaining to programs or projects assigned.

Facilitates the accomplishment of work through providing, obtaining, and coordinating a variety of services.

Conducts special studies in conjunction with programs; analyzes data and makes recommendations based upon studies.

Performs related work as required.

## **REQUIRED KNOWLEDGE**

Knowledge of the principles of management, organization, and administration.

Knowledge of the standard practices in the fields of personnel management, budgeting, and accounting.

Knowledge of modern office practices, systems, and equipment.

Ability to plan, direct, and coordinate the work of subordinates as required by work assignments.

Ability to communicate effectively, both orally and in writing.

Some knowledge of basic safety and first aid procedures.

Ability to organize and actively participate in various indoor and outdoor special events and activities.

Ability to make standard decisions in accordance with procedures and regulations and to apply these to work problems.

Ability to serve the public, fellow employees, and Museum members with honesty and integrity.

Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

## **DESIRABLE EXPERIENCE AND TRAINING**

Graduation from an accredited two-year college or university with major course work in public or business administration or field related to program administration; two (2) years experience in a staff or administrative capacity appropriate to program administration; or any equivalent combination of relevant training and experience.

## **HOW TO APPLY**

Applicants may respond directly via phone to Connie Greer at 305-252-1838 or via e-mail to [employment@goldcoast-railroad.org](mailto:employment@goldcoast-railroad.org). Any supporting documentation may be faxed to Connie Greer at 305-252-2461.