

POSITION DESCRIPTION

Title: Sales Shop Clerk/Program Assistant

Reports To: People's Center Coordinator and Chairman

Location: Karuk People's Center in Happy Camp, California

Salary: \$8.50 per hour

Classification: Part Time (5 hours per day, Monday through Friday), Regular, Non-Exempt

Summary: This position is located in the People's Center of the Karuk Tribe in Happy Camp, California. The People's Center is the cultural center and museum of the Karuk Tribe. The Center features art and culture exhibitions in its gallery space and serves as one of the sites of the Karuk Library. The Center maintains and cares for the artifact collections and archival materials of the Karuk Tribe and operates a Sales Shop that sells cultural art items, books and related merchandise.

The Sales Shop Clerk/Program Assistant shall work under the supervision of the Karuk Tribe's People's Center Coordinator Consultant and will learn basic operations and procedures in the cultural center/museum. This position includes opening and closing the facility and learning the details of operating the Center's Sales Shop including sales, inventory management, administrative paperwork for purchases and display of merchandise.

Responsibilities:

1. Shall conduct retail sales in the Sales Shop of the Center. This will include promotion of merchandise, operation of a cash register, ordering of merchandise, and maintenance of merchandise displays.
2. Shall oversee the daily visitor traffic and use of the Center, including opening and closing the facility.
3. Shall interface regularly with the Accounting Office of the Karuk Tribe regarding purchase requisitions, cash deposits, inventory, and reporting.
4. Shall assist Director in implementation and maintenance of online sales system to be established.
5. Shall monitor the use of the Karuk Tribal Library that will be housed in the People's Center during defined hours of operation.
6. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.

7. Other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.
5. Experience working in an office setting, use of office machines, and computer skills in word processing and spreadsheets are preferable.
6. Possession of a valid driver's license, good driving record, and vehicle for infrequent local travel is desirable, but not required.

Requirements:

1. Must have prior experience in retail sales, money handling, and public interaction.
2. Must have physical mobility and ability to lift up to 20 pounds to be able to handle merchandise, books, display shelving, and equipment that will be used in the performance of work for this position.
3. Must have adequate computer skills necessary to track inventory and place orders.
4. Must be able to manage time well and work efficiently with little to no direct supervision. Must be extremely dependable and prompt, adhering to set schedule of the Center.
5. Must adhere to confidentiality policy.
6. Must be bondable.
7. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: Revised October 16, 2007

Chairman's Signature: _____

Employee's Signature: _____