

CITY OF SEWARD SEASONAL POSITION ANNOUNCEMENT
LIBRARY MUSEUM AIDE

The City of Seward is seeking applications from interested persons for the seasonal position of Library Museum Aide. The position will remain open until filled.

The Library Museum Seasonal Aide is a temporary, part-time position without benefits, paying \$13.00/hour (R3.5A), operating from the beginning of October until approximately January. Performs basic Library Museum tasks based on basic knowledge of library museum functions under the supervision of the Director. Responsible for providing staff support services for daily operation, special events and programs of the library museum. Performs materials processing and archival tasks.

Provides staff support as directed to include archival tasks, processing of library materials, relocating materials and artifacts. Responsible for monthly public notification of overdue materials and dissemination of newsletters and program flyers.

Assists supervisory staff with the development and operations of community programs. Includes room set-up, greeting participants, monitoring use of facilities and clean-up as directed. May supervise and interact directly with participants and volunteers in library and museum setting, and during programs and activities.

Completes specific projects with detailed instructions in areas of the collection needing sorting, reorganizing or cleaning in library and museum. Refers collection decisions to Library Museum Director for review.

Successful applicants must pass a background investigation and drug testing. Preference may be given to current City employees. A complete job description and application can be obtained from the City of Seward Personnel Office, 410 Adams Street, (907) 224-4074 or by emailing HR@cityofseward.net

The City of Seward is an Equal Opportunity/Affirmative Action Employer.
