

CITY OF SEWARD
POSITION ANNOUNCEMENT
LIBRARY MUSEUM PROGRAM COORDINATOR



The City of Seward is seeking applications from interested persons for the position described below. This position will remain open until filled.

This is a regular full-time position with benefits, starting at \$19.33 (R 11.5A) per hour.

Duties include but are not limited to performing difficult and complex technical library museum tasks based upon detailed knowledge of specific library and museum functions. Responsible for program and event planning and implementation for the library museum. Responsible for collection development and maintenance of Children's and Young Adult materials. Recruits, trains and manages all interns, volunteers and community service workers. Serves as acting director in the absence of Library Museum Director. Will be required to work Tuesday through Saturday, 9:00-6:00pm.

High School diploma or general education degree (GED) required. Undergraduate degree in Education or related field preferred. Three years' experience in program planning and implementation desired. Strong background in Children's literature and knowledge of children's behaviors. Computer literacy in basic word processing, Internet searching techniques and familiarity with desktop publishing.

A complete job description and employment application can be obtained from 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