



CITY OF GUSTAVUS, ALASKA
LIBRARY ADMINISTRATIVE DIRECTOR
REGULAR NONEXEMPT POSITION ANNOUNCEMENT

Hours: This position is a regular part-time, non-exempt hourly position. The Library Administrative Director is expected to work 25-30 hours per week and occasionally to attend City Council work sessions, general meetings, and special meetings, when requested by the City Administrator, Mayor, or the City Council.

Wage: \$21.00-\$26.00 per hour DOE

Benefits: This position qualifies for the benefits for regular nonexempt positions, as outlined in Resolution CY20-15.

Duties: See attached position description for full details.

Qualifications: See attached position description for full details.

Physical Requirements: See attached position description for full details.

Work Location: Gustavus Public Library at 14 Gustavus Road, Gustavus, Alaska.

Supervised by: Gustavus City Administrator.

Application Period: June 27 - July 10 or until filled.

Employment application forms are available online at <https://cms.gustavus-ak.gov/administration/page/cog-employment-application> or at City Hall, Monday through Thursday, 9:00 am to 4:00 pm and Fridays until 1:00 pm. This job announcement and the applicable job description containing qualifications and duties will be attached to the application. Applications must be returned to City Hall by 4:00 pm on July 10, 2023. If no qualified candidate is found by July 10, 2023, the City may hold the position open until filled.

Notice:

CoG 3.03.01 (a) (3) (B) Employees shall conduct City work only within the City of Gustavus unless an employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.

CoG 3.03.01 (a) (3) (D) Reasonable accommodation to facilitate the submission of an application is available on request.

CoG 3.04.02 (d) (2) The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

More Information? Please call City Hall at 907-697-2451.

The City of Gustavus is an Equal Opportunity Employer