

HAINES BOROUGH  
HAINES, ALASKA  
**PUBLIC NOTICE**

POSITION OPENING

**Museum Assistant**



The Haines Borough is accepting applications for a regular, part-time Museum Assistant. This position is under the direct supervision of the Museum Director and is primarily responsible for maintaining the financial records of the museum and managing the museum store. The work schedule will be flexible (20 hours per week) and may include nights, weekends, and holidays.

**Minimum Qualifications:** High school graduate or the equivalent. Retail experience, including experience operating a point of sale system. Experience with bookkeeping and QuickBooks. The ability to work the required flexible schedule. The position requires physical activity, lifting/moving objects, and the ability to negotiate stairs.

**Wage:** The starting wage is \$14.67/hour with SBS (in lieu of Social Security). PERS, holiday and personal leave benefits with required union membership. All new employees are subject to a six-month probationary period.

**Application Deadline:** Open until filled.

**Application Procedure:** Submit, via mail, fax, or email, a completed Haines Borough application form. The application and job description may be found at [www.hainesalaska.gov](http://www.hainesalaska.gov) or by contacting:

Office of the Borough Clerk  
P.O. Box 1209, Haines, AK 99827  
Haines Borough Administration Building, 103 S. Third Ave.  
Phone: 907-766-2231 Fax: 907-766-2716  
[jcozzi@haines.ak.us](mailto:jcozzi@haines.ak.us) or [kkielsmeier@haines.ak.us](mailto:kkielsmeier@haines.ak.us)

Posted 5/8/15 – Julie Cozzi, MMC, Borough Clerk