



CITY OF PIGEON FORGE LIBRARY

Position- Library Historian/Archivist (Part-Time)

Job Description: This employee will work with the genealogist and director to provide historical information to the public, and will maintain the library's oral history and local history collections. He/she will create and/or record programs relating to the region's culture and history. Employee must exercise considerable independent judgment and initiative in performing duties prescribed in operating policies and procedures.

Qualifications: High School Diploma; experience working for a public library or in the field of history; good supervisory skills, strong organizational, interpersonal and decision making skills; ability to present interesting and informative public presentations; excellent customer service skills and computer knowledge required. Position requires flexible scheduling, which may include occasional evenings and Saturdays, approximately 15-20 hours per week. Valid Tennessee Driver's License required.

Applications can be completed online at <http://cityofpigeonforgetn.gov>. Resumes are also being accepted. Mail resumes/applications to: City of Pigeon Forge, Human Resources Department, P.O. Box 1350, Pigeon Forge, TN 37868-1350.

Applications will be accepted till position is filled.

The City of Pigeon Forge is an Equal Opportunity Employer and considers applicants for all positions, including those that are federal or state sponsored, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City is committed to complying with both Titles VI and VII of the *Civil Rights Act of 1964 (42 U.S.C. 2000d)*. The City is a Drug-Free Workplace, and all applicants are subject to a background check (applicants over 18), driving history check, and drug testing in accordance with City policy.