

**JOB VACANCY ANNOUNCEMENT
CITY OF HARLINGEN**

Job Title: Tour Guide/Auditorium Asst PT Pay Rate: \$7.25/hr
Department: Museum Job Status: Full Time
Opening Date: 10/11/2017 Closing Date: Open Until Filled

JOB SUMMARY:

This is a part-time position that will function as a ticket sales agent, museum tour guide and as clerical support for both the Arts and Entertainment and Museum Departments. The incumbent will assist in Museum collections care, assist the Museum Coordinator with payables, building rental contracts and other clerical duties as required.

QUALIFICATIONS:

- High School Graduate or GED; or six month related experience and/or training or an equivalent combination of education and experience.
- Ability to deal with people in a courteous respectful and pleasant manner.
- Knowledge of Microsoft software applications including Word and Excel.
- Must be available to work weekends and some evenings.
- Bilingual preferred.

PHYSICAL REQUIREMENTS:

Moderate physical activities working indoors and extended periods of time. Position involves standing, bending, stooping, squatting, twisting, reaching and working on irregular surfaces. Must be able to lift 25lbs.

Applicant must successfully pass a pre-employment Drug and Alcohol screening, Background check and Functional Assessment prior to employment by the City of Harlingen.

BENEFITS:

The City covers its part-time employees under its Worker's Compensation Program.

HOW TO APPLY: Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, Texas 78550 City Website: www.myharlingen.us

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