



# LAKE COUNTY FOREST PRESERVES EMPLOYMENT OPPORTUNITIES

## CURRENTLY RECRUITING

### Collections Cataloger

#### Part-Time

**Starting Hourly Rate: \$13.59 - \$16.59**

**Location: Wauconda, IL**

**Application deadline: August 28, 2009**

The Collections Cataloger is responsible for cataloging the Lake County Discovery Museum's Curt Teich Postcard Archives materials and the Lake County collection. Analyzes the postcard images and relates them to twentieth century history and geography, and enters the data into the postcard database. Analyzes Lake County objects and archival materials for entry into collections management software. Reviews collections databases for accuracy and makes corrections to ensure an error-free catalog. Maintains legal records (e.g. Deeds of Gift, Temporary Registration Receipts) and condition reporting for incoming and outgoing loans for the Museum.

#### EXPERIENCE:

High school diploma. Completion of College level courses in history or archives are preferred. Two years experience working with collections in an archives or museum. Must have a working knowledge of American and world history and cultures. High level of organization and problem-solving skills are necessary. Familiarity with computers, word processing and collections management software.

#### HOW TO APPLY AND APPLICATION DEADLINES:

Interest in Forest Preserve employment can be indicated by submitting a resume or completed Forest Preserve employment application to: Lake County Forest Preserve District, Human Resources Department, 2000 N. Milwaukee Avenue. Libertyville, IL 60048. Applications are available at [www.LCFPD.org](http://www.LCFPD.org) and Lake County Forest Preserve District Headquarters. Applications/resumes must be received by August 28, 2009.

Applications are accepted only for posted positions. Complete a job interest card for other positions for which you are interested. The card will be kept on file for six months pending an opening, and will be mailed to you should an opening occur.

#### LAKE COUNTY FOREST PRESERVE DISTRICT GENERAL INFORMATION:

The Lake County Forest Preserve District was created in 1958 and provides over 27,200-acres in a county-wide system of natural, cultural and recreational resources. Governed under Illinois law as a special purpose unit of government, the mission of the Forest Preserve District is to preserve a dynamic and unique system of diverse natural and cultural resources, and to develop innovative educational, recreational and cultural opportunities of regional value, while exercising environmental and fiscal responsibility.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Date posted: August 10, 2009



*Smoking is not permitted in our facilities*