



# CITY OF SPANISH FORT

7361 Spanish Fort Blvd.  
Spanish Fort, Alabama 36527  
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Michael M. McMillan  
Mayor

Mary Lynn Williams  
City Clerk / Treasurer

City Council

Robert Curtis Smith  
William A. Menas, Sr.  
Bobby J. Fortenberry  
Clewis W. Smith, Jr.  
Mary W. Brabner

## JOB ANNOUNCEMENT

### PART-TIME LIBRARY ASSISTANT (Grade II)

**Starting Salary:** \$10.61 per hour  
**Scheduled Hours:** 18 hours per week  
**Posted Date:** September 25, 2018  
**Closing Date:** Open until filled

**Description:** Under general direction this position will help keep the library running smoothly during daily operations. Performs responsible and varied clerical work in circulation, cataloging, interlibrary loan, materials processing and shelf maintenance. The position may be assigned a regular schedule of varied days, nights and weekends as required fulfilling the operating hours of the library. This employee will also perform related work in other areas as needed.

**To qualify, applicants must:**

- Must possess a high school diploma or equivalent
- Must possess a valid driver's license and be insurable by the City's insurance provider

**The City of Spanish Fort is a Drug Free Workplace and all applicants will be subject to drug/alcohol testing in accordance with the ALABAMA DRUG-FREE WORKPLACE POLICY.**

Applications and job description may be obtained at Spanish Fort City Hall, located at 7361 Spanish Fort Blvd. Spanish Fort, Alabama, Monday through Friday, 8:00 a.m. - 4:30 p.m. or by visiting the City of Spanish Fort website [www.cityofspanishfort.com](http://www.cityofspanishfort.com).

**Applications will be accepted until position is filled and may close without notice.**  
**(E-MAIL AND FAXED APPLICATION ARE NOT ACCEPTED)**

**THE CITY OF SPANISH FORT IS AN EQUAL OPPORTUNITY EMPLOYER  
AND A PARTICIPANT OF E-VERIFY**

*"A City of Spirit"*