



Michael M. McMillan
Mayor

Mary Lynn Williams
City Clerk / Treasurer

CITY OF SPANISH FORT

7361 Spanish Fort Blvd.
Spanish Fort, Alabama 36527
(251) 626-4884
(251) 626-4880 Fax

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

Starting Salary: \$10.82 per hour
Scheduled Hours: 18 hours per week
Posted Date: October 8, 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:

- Submit an original signed application in person or by mailing to the above listed address, Attention: Human Resources. ***E-Mail and Faxed applications are not accepted;***
- Possess a high school diploma or equivalent;
- Possess and maintain 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 and alcohol testing in accordance with the ALABAMA DRUG-FREE WORKPLACE POLICY.

Applications and job description may be obtained at the Spanish Fort Community Center, located at 7361 Spanish Fort Blvd. Spanish Fort, Alabama 36527, Monday through Friday, 8:00a.m. - 4:30p.m., or you can download and print an application by visiting the City of Spanish Fort website, www.cityofspanishfort.com. **APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED AND MAY CLOSE WITHOUT NOTICE.**

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

"A City of Spirit"