

CITY OF FAIRFAX EMPLOYMENT OPPORTUNITY

The Fairfax Public Library is looking for a flexible, energetic Assistant Librarian to work 15-18 hours a week. Primary hours would be evenings and weekends. A general knowledge of adult fiction would be a great asset. Tasks for this position include, but are not limited to, opening and closing the library, a friendly face at the front desk, helping patrons find materials, checking in and out of library materials, processing books and library cards on the computer, and shelving materials. Helpful skills are a basic knowledge of a library, use of Excel and Word, and Destiny, which is our library software.

Applications are available at the city clerk's office at 525 Vanderbilt Street, Fairfax, Iowa, at the Fairfax Public Library, or on our website at: www.fairfaxia.com . Applications must be received at the Fairfax Public Library or the Fairfax city clerk's office by Thursday, August 26, 2010.

The City of Fairfax is an Equal Opportunity Employer