



CITY OF ALVA

415 4th Street
Alva, Oklahoma 73717
(580) 327-1340
Fax: (580) 327-4965

The City of Alva is currently seeking to fill the position of **Part-Time Library Assistant**.

Job Duties

This is a non-exempt position in the library performing administrative tasks and responsible for maintaining library records, financial records, and gathering information regarding appropriate purchase sources. Relieves other library personnel as needed, performs other library tasks at the request of the Library Director and provides customer service to library users.

Qualifications

Minimum education is a high school education/GED and proficiency in computer software including Microsoft Office. Generally needs at least 1 year of experience in an office environment with a high degree of public contact.

Benefits and Application Information

Salary is dependent upon qualifications. Applications and a full job description are available at 415 4th Street, Alva, OK. Applications will be accepted until the position is filled. The City of Alva is an Equal Opportunity Employer.