



# CITY OF FLORENCE, ALABAMA

Human Resources / Benefits Department  
Barry J. Brewer, Human Resources Director / Benefits Manager

## **PUBLIC JOB NOTICE**

Applications for the **Part-Time/Temporary Applicant Pool** will be received on a continuous basis in the Office of Human Resources.

Application forms may be picked up in the Office of Human Resources, Suite 107, First Floor, City Hall, Monday through Friday from 8:00 A.M. to 5:00 P.M.

Applicants received under this job notice may be used to fill part-time temporary vacancies that occur on short notices due to unexpected absences of regular employees or urgent assignments. (Such vacancies may occur in areas of administrative, secretarial, clerical, cashier, and others as needed.) When a vacancy occurs, applications on file will be reviewed to determine the applicant who possesses the required skills, knowledge, and ability required of the specific job to be filled.

Applications will remain on file for an indefinite period. Applicants will be contacted periodically to determine if they want their application to remain in the part-time temporary employment file.

**HOURLY RATE IS DEPENDENT ON JOB ASSIGNMENT.**

Selected individuals may work full-time or part-time for short durations. A limited number of applicants may be selected from the job notice for the city's part-time temporary secretarial pool (floater pool).

**Robert S. Steen**  
**Interim Human Resources Director**

The City of Florence does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. The City of Florence is an EQUAL OPPORTUNITY EMPLOYER.

**SUBJECT TO POST-OFFER, RANDOM SAMPLING, POST-ACCIDENT, REASONABLE CAUSE, AND RETURN-TO-DUTY DRUG AND ALCOHOL TESTING AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION AND/OR THE CITY OF FLORENCE.**