

Deerfield Public Library

Job Description

Administrative Assistant – Part Time

15 Hours Per Week/ \$16.17 Per Hour

Job Summary

The Administrative Assistant supports the administration of the Library in a confidential, timely, accurate, and efficient manner; assisting with financial, administrative, and outreach activities, and performing clerical functions of the Library in accordance with the Library mission and vision. In performing these responsibilities, the Administrative Assistant demonstrates a strong commitment to excellent customer service and attention to detail.

Essential Job Functions

1. Provides services in a timely, sensitive, and confidential manner, consistent with a high level of customer service. Behaves in a manner consistent with cheerfulness and optimism, and conveys the same to patrons and staff.
2. Assist Outreach Coordinator with Meeting Room Scheduling and Maintenance.
3. Able to listen attentively, take accurate notes and messages, communicate messages effectively, professionally, and in a welcoming and pleasant manner.
4. Gathers, organizes, proofreads, and copies various kinds of information used to generate reports, summaries, meeting packets, and other forms of correspondence for use by Administration, Board of Trustees, or other stakeholders inside or outside of the Library. Drafts new and revises existing documents as needed to support the Administration Office.
5. Shows a thorough understanding of Library procedures and policies and can communicate that clearly to staff. Demonstrates the interpretation of policies and upholds and applies policies with good judgment.
6. Accurately records information related to all aspects of Library operations, including cash handling, Board minutes, policies and procedures.
7. Utilizes technologies that support Library functions. Uses Microsoft Word and Excel to process and report information. Uses QuickBooks to record accounts payable and daily deposit information. Also is required to use Google Docs, Sheets and Drive.
8. Able to attend to requests, complete assigned task, and provide reports in a prompt and timely manner. Provide reliable attendance.
9. Attends on or off site training and meetings as directed by the Business Manager and Library Director.
10. Performs other duties as assigned.

Scheduling

This position will have an established schedule but may occasionally require working any of the hours that the Library is open, including evenings and weekends.

Physical and Mental Job Conditions

This job requires the abilities to:

- A. Sit or stand for long periods of time.
- B. Paying attention to detail for long periods of time.
- C. Tolerate frequent interruptions pleasantly.
- D. Find one's place and continue working efficiently with frequent interruptions
- E. Work under pressure and prioritize to meet competing deadlines.
- F. Quickly and accurately place items in alphabetical or numerical order.
- G. Type (use a keyboard) accurately and rapidly.
- H. Look at a computer screen, retrieving and processing information, for long periods of time.
- I. Walk around the Library, upstairs and down, to deliver packages, mail, or to collect forms, or pushing a cart with materials for a meeting.
- J. Drive to complete local Library errands.
- K. Remain calm and actively listen when under pressure or faced with anger.

Qualifications:

A. Education or equivalent

High school diploma or equivalent is required. College level coursework in administrative studies, accounting, or bookkeeping is preferred.

B. Experience

Previous experience in an office setting is required. Previous experience in an administrative office or public library preferred.

C. Specialized Training

Computer skills; working knowledge of word processing, spreadsheets, and bookkeeping. Familiarity with QuickBooks is preferred.

D. Certification/Licensure

No certification is required. A valid driver's license, is required.

Disclaimer:

This description is not a complete list of specific duties and responsibilities. It does not limit or modify the right of the Business Manager and Library Director to assign, direct, and control the work of the Administrative Assistant. The use of particular examples describing duties does not exclude other similar duties.