

## **Community Library of DeWitt & Jamesville**

**Position:**           **Administrative Assistant (Part-Time)**  
10 hours/week  
This position does not include a benefits package

**Overview/Primary Responsibilities:** The Administrative Assistant provides administrative support to the Business Manager and Library Management team to ensure efficient operation of the library. Under the supervision of the Business Manager, the primary scope of the job includes, but is not limited to:

- Performing general office duties and running occasional errands
- Assisting the Business Manager in preparing for month end/year end close
- Communicating with vendors and other business contractors to schedule appointments (as needed)
- Filing documents and maintaining office common areas
- Updating and maintaining our donor database, and other mailing lists
- Providing back up coverage with the Cash Register Drawer and Daily Deposits
- Constructing Excel Spreadsheets to keep track of various vendor invoices
- Maintaining our Library Volunteer Documentation
- Researching and Ordering Supplies to maintain inventories
- Special projects and assistance with events
- Other duties as assigned

### **Qualifications:**

- Minimum of 2 years of college or equivalent, and
- Minimum of 2 years of experience in a professional office environment (library, office or non-profit organization, preferred)
- Excellent business communication skills, with a strong customer service orientation and professional demeanor
- Valid and Clean Driver's License

### **Skills:**

- General office skills such as typing, filing, drafting correspondence
- Knowledge of Microsoft Office, including an in-depth knowledge of Excel and Google Sheets

- Ability to create, organize and maintain complex records, files and forms including database management
- Attention to detail, basic math skills
- Excellent internet searching skills and experience with online ordering
- Ability to multi-task, prioritize, be flexible and problem-solve with minimal supervision
- Familiarity with library automated systems and library public service a plus

Physical Activity Requirements:

While performing duties of this job, the Administrative Assistant may need to move boxes of materials weighing up to 50 pounds, and push/pull/maneuver a wheeled book cart weighing up to 200 pounds (when fully loaded). While most of the Administrative Assistant's time will be spent sitting at a desk, job duties may occasionally require standing and kneeling for extended periods of time.

Hourly Rate: \$13.70

Apply: To apply, please submit a resume that includes three references and a cover letter to Kathryn Castle: kvotra@cldandj.org