



Position: Office Assistant, Part-time

Job Duties:

- Assists with the processing of time cards, maintains attendance records for each employee; receives and maintains schedule request forms from employees.
- Purchases office supplies in accordance to budget.
- Assists with petty cash accounts, reconciling cash drawers and daily deposits to the City of Novi Treasurer Department; basic finance applications.
- Accepts and coordinates meeting room registrations; posts meeting room signage; distributes meeting room survey; compiles meeting room statistics.
- Assists Administrative Assistant with various clerical duties as assigned; Board minutes, recording and transcribing, compiling statistics, etc.; schedule fluctuates according to Library needs, with evening and weekend hours as required.

Job Requirements:

- Bachelor's Degree.
- Knowledge of Internet and computer related technology.
- Strong obligation to confidentiality.
- Strong organizational skills and attention to detail.
- Strong verbal, written, and interpersonal communication skills.
- Enthusiastic, friendly and approachable.
- Ability to adapt and respond to multiple priorities, interruptions and demands, and resolve problem situations in a positive manner.
- Physical mobility, vision, hearing and manual dexterity essential.
- Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.

Hours:

- 18 hours per week:
 - Monday, 10 a.m. – 3 p.m.
 - Wednesday, 10 a.m. – 3 p.m.
 - Friday/Saturday, 9:30 a.m. – 6 p.m.

Salary: \$11.58 per hour

Benefits: None

Application:

- Available at <http://www.novilibrary.org/AboutUs/Employment.asp>
- Resume, cover letter and application required.
- Send to: Marcia Dominick, Administrative Assistant
Novi Public Library
45255 W. Ten Mile Rd.
Novi, MI 48375
- E-mail: mdominick@novilibrary.org

Deadline: Friday, May 2, 2014, 5 p.m.