

**Canton Public Library Job Posting**

**August 29, 2014**

Job Title: Administrative Assistant

Supervisor: Marian Nicholson, Department Head – Business Services

Starting Wage: $12.97 – $14.52 per hour

Scheduled Hours: Twenty five (25) hours per week

Apply to: Sheryl Rzetelny, Department Head – Business Services

Application Deadline: **6:00 pm on Friday, September 12, 2014**

**Application packets must include**: a cover letter, an official CPL employment application (available at [cantonpl.org](https://www.cantonpl.org/sites/default/files/CPL_Employment_Application.pdf)) and a resume.

**POSITION SUMMARY**

Under the management of the Department Head, the Administrative Assistant is responsible for providing general office, secretarial, and clerical support to the assigned department. This position is classified as a regular part-time position and is non-exempt from overtime. The nature of the work may require evening and weekend hours.

**PRIMARY DUTIES AND RESPONSIBILITIES**

* Compiles, maintains, and runs reports of department statistics
* Performs clerical and data entry tasks
  + Assembles and sends mailings
  + Assists Department Head with schedules
  + Maintains and orders departmental supplies
  + Maintains and updates department directories and other internal documents
  + Maintains budget records as assigned
  + Maintains departmental records of purchase orders
  + Maintains departmental signage
  + Takes and transcribes minutes at department meetings
  + Performs tasks such as laminating, binding, copying, scanning and filing, etc.
* Formats, publishes, and maintains departmental publications
* Departmental organization
  + Assists Department Head with administrative tasks as assigned
  + Compiles, reviews and/or interprets statistical data
  + Participates in the development of long and short-term plans for the department and the organization
  + Independently or with others, researches, recommends, implements and monitors projects as assigned
  + Serves on workgroups/committees and participate in library initiatives as assigned
* Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contribute content as appropriate.
* Enforces library policies using a polite and professional approach
* Accepts special assignments or duties in support of the library’s goals and objectives

**REQUIRED QUALIFICATIONS AND SKILLS**

* Associate’s degree or equivalent combination of education and experience
* One year of experience in general office work
* Working knowledge of common computer applications, including Microsoft Office and the Internet
* Punctuality and dependability
* Consistent display of public service attitude that reflects the library’s values
* Ability to complete special projects while maintaining routine duties
* Knowledge of library operations and services, including an understanding of and adherence to fundamental principles of open access to library materials and the privacy rights of patrons
* Ability to maintain confidentiality of private and/or sensitive information
* Excellent organizational and interpersonal skills
* Written and verbal communication skills at the level typically acquired with the completion of an associate’s degree

**PREFERRED QUALIFICATIONS**

* Five years of experience in general office work
* One year of experience in a customer service environment

**ESSENTIAL PHYSICAL FUNCTIONS**

* Ability to lift and carry boxes up to 25 lbs. and push loaded carts.
* Ability to sit, stand, and walk for long periods of time, and the ability to bend, reach, stoop, or crouch.
* Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally.
* Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.
* Ability to work effectively under stressful conditions in a fast-paced environment.

**APPLICATION INFORMATION**

Complete application packets - **including** [**application form**](http://www.cantonpl.org/aboutus/jobs/index.html)**, cover letter, and resume** - postmarked or received by **6:00 pm on Friday, September 12, 2014** will be eligible for consideration.

**Submit application packets to:**  
Sheryl Rzetelny, Department Head – Business Services  
Canton Public Library  
1200 S. Canton Center Rd.  
Canton, MI 48188  
[rzetelnys@cantonpl.org](mailto:rzetelnys@cantonpl.org)

*Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. This job description is not a contract between the library and the employee. The library reserves the right to revise this job description at its discretion.*

*The Canton Public Library is an EEO employer.*