



OTSEGO DISTRICT
PUBLIC LIBRARY

401 Dix Street • Otsego, MI 49078 • P (269)694-9690 • F (269) 694-9129

www.otsegoLibrary.org

JOB POSTING: ADMINISTRATIVE ASSISTANT

Hourly: Average 14 hrs/wk, \$11/hr

Vacation, Holiday, and Sick Pay as per the Otsego District Library Employee Handbook

STARTING SCHEDULE:

*May be subject to change

- Tuesdays 8:45-12:45
- Fridays 8:45-2:45
- Approx. 2 Saturdays a month 8:45-2:45
- Flexibility to cover extra AM & PM shifts highly desired!

Additional hours may be available during Summer Reading Program and other busy times of year, or as needed for subbing.

This position is supervised by the Library Director & Assistant Library Director

POSITION POSTING: December 3, 2018 – January 3, 2019 at 5 PM.

INTERVIEWS will be held in early January.

HOW TO APPLY:

Email your Resume, Cover Letter and Application together as a **single PDF** file to:
Library Director Andrea Estelle, aestelle@otsegoLibrary.org.
Application can be found on library's website, www.otsegoLibrary.org.

Paper submissions, electronic submissions in formats other than a single PDF, and late submissions will not be accepted.

If you have applied at the library for past openings and would like to be reconsidered for this opening, please resubmit your documents as requested above.

Job Description found on back of page.

Thank you for your interest in employment at Otsego District Library!



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JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

Duties and Responsibilities:

- The main function of this position is to serve as administrative assistant to the Library Director, secondary function is that of regular library clerk
- Assists in processing and pre-processing of library materials – covering books high priority
- Assists director in preparing board packets, large and small projects, and other duties as needed
- Compiles reports, letters, and data for director as requested
- Prepares Amazon used book sales for shipment
- Checks in materials, assists with weeding and deleting items
- Assists with reserves and interlibrary loan as needed
- Waits on patrons at the circulation/reference desk, answers telephone
- Provides tech help for library's digital collection (Overdrive, Hoopla, Ancestry, Lynda, etc.)
- Assists patrons with basic computer help on the patron computers
- Supervises library pages, no other supervisory role
- Assists with library programs occasionally

Tasks:

- Evaluates condition of materials upon check-in
- Answers patron questions in person and on the telephone
- Maintains professional behavior appropriate to a public setting
- Maintains library confidentiality regarding patron records, administrative confidentiality
- Other duties as assigned

Necessary skills and abilities:

- Two-year degree in administration/office management/clerical or the equivalent work experience, Previous library experience is highly preferred.
- This position requires a friendly and helpful personality and competent computer and writing skills
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to perform repetitive or menial tasks accurately and efficiently
- Ability to multi-task: work on circulation desk and complete projects
- Ability to operate a cash register, copy machine, fax machine, and laminator
- Ability to work independently and establish effective priorities, ability to work as part of a team
- Strong organizational skills and attention to detail, follow-through on projects essential
- Ability to maintain discretion of confidential employment records
- Desire and ability to provide excellent customer service
- Strong computer and typing skills required. Windows operating system, Microsoft Office (Word, Excel, PPT, and Publisher), Quickbooks, ability to learn library software, ability to navigate and copy/paste from the internet, email, and assist patrons with basic internet use