

**Albion District Library
PT Office Assistant
Job Description**

Supervised By: Library Director
Part-Time: 25 hours/week (average)
Pay Rate: \$12-14/hr. depending on qualifications

Summary

Under the supervision of the Director, the Office Assistant will act as the main purchasing agent for the Library, perform clerical duties, and serve the public on the circulation desk.

Wages and Benefits

This is a part-time, hourly position scheduled for 24-32 hours per week. Benefits include paid holidays, vacation (after one year), and sick leave (after 6 months).

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Complete regular clerical tasks, which include, but are not limited to: answering the telephone, sorting mail, preparing deposits, printing and collating Board packets, posting notices, preparing spreadsheets, scheduling meeting rooms, and coordinating contractor visits.
2. Effectively use QuickBooks to enter deposits, invoices, credits, and donations, for approval by the Director.
3. Serve the public at the Public Services Desks as scheduled, including regularly scheduled evenings and Saturdays, by checking in and out library materials; collecting overdue fines; registering new patrons; processing name and address changes; inspecting returned library materials for damage; and providing technical assistance to patrons in the use of technology, systems, and databases.
4. Coordinate the purchase of office and janitorial supplies and equipment within parameters set by the Director. Verify shipments, deposits, return items for credit.
5. Assist with data collection for annual audit, annual budget preparation, projects, grant applications and reports, and State Aid reports.
6. Manage records retention.
7. Maintain regular cash register balance.
8. Regularly attend staff meetings, training and continuing education opportunities.
9. Keep and prepare staff meeting minutes.
10. Other duties as required.

Skills, Experience, and Education

The requirements listed below are representative of the knowledge, skills, abilities, and minimum

qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Ability to work a flexible schedule, including nights and weekends as scheduled
- Ability to establish and maintain effective and positive working relationships and use good judgment, initiative, and resourcefulness when dealing with the public, coworkers, and supervisors
- Evidence of a career that includes flexibility and willingness to change; open-mindedness, fairness, and the ability to see multiple perspectives; willingness to take risks; and willingness to accept responsibility for professional and personal growth
- Effective written, organizational, and oral communication skills, including a willingness to seek clarification when needed
- Must enjoy working with people of diverse ages and backgrounds.
- Ability to efficiently manage multiple projects, priorities, and deadlines within budgeted guidelines; ability to adapt to frequent changes in priorities and workload as circumstances dictate
- Ability to learn new technologies quickly
- Demonstrated competency in clerical processes
- Ability to appropriately handle confidential and financial information
- Associate degree or equivalent experience in Office Systems, Computer Technology, or other relevant field preferred
- Proficiency in using MS Office applications; Google Docs, Forms, and Sheets; and QuickBooks software preferred
- Access to reliable transportation
- Hearing ability to answer telephone and patron queries
- Ability to pay attention to details
- Skill in the operation of a computer, cash register, copier, and other standard office equipment
- Ability to understand and follow complex oral and written instructions and carry them out independently
- Working knowledge of an OPAC software preferred
- Preference may be given to a candidate with public library or other non-profit organization job experience
- The successful candidate will recognize and support the values, mission, and role of Public Libraries in Michigan and the U.S., including, but not limited to, the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Privacy: An Interpretation of the Library Bill of Rights.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to reach with hands and arms, bend and squat to access materials, and manipulate, handle, or feel objects and equipment. The employee must frequently lift and/or move light- weight objects. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Frequent sitting/standing in one position may be required for extended periods of time.

Generally, the employee will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise. Work hours may be varied, including daytime, evening, and weekend hours.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.