



## **Job Description**

**Apply by Feb. 19, 2018**

**Send cover letter, resume and 3 references to [Director@clearviewlibrary.org](mailto:Director@clearviewlibrary.org)**

<b>JOB TITLE</b>	Administrative Assistant – Part-time
<b>DEPARTMENT</b>	Administration
<b>REPORTS TO</b>	Library Director

### **JOB SUMMARY**

The part-time administrative assistant performs routine clerical, secretarial and administrative work in scheduling meetings and interviews, copying and distributing Board meeting and other documents, taking minutes at Board meetings, record-keeping, and payroll processing.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists with administrative tasks, such as scheduling meetings, arranging interviews, booking meeting rooms, booking travel, etc.
- Responds to inquiries from employees, citizens and others and refers, when necessary, to the appropriate person, official or department.
- Operates office machines as required.
- Duplicates and distributes materials.
- Records Board meeting minutes.
- Composes, types and edits correspondence, reports, memoranda and other material.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Communication proficiency
- Ethical Conduct
- Flexibility
- Initiative
- Time Management
- Computer software proficiency, e.g. Microsoft Word, Excel, Powerpoint.

## **SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities.

## **REQUIRED EDUCATION AND EXPERIENCE**

- An associate's degree is preferred. A high school diploma with experience as an administrative assistant will be considered.
- Two years of increasingly responsible related experience.

## **POSITION TYPE/EXPECTED HOURS OF WORK**

This is a part-time position. Hours of work will vary from week to week, up to 16 hours per week. Days of work will need to be coordinated with the financial assistant's schedule. Some evenings will be required. Weekends may be required.

## **WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

## **TRAVEL**

No travel is expected for this position.

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

*The above description and statements are intended to describe the general nature and level of work being performed by the employee. They do not represent an exhaustive list of **all** job related responsibilities and duties performed or expected of the employee.*

Revision: 02/2018