

EDISON TOWNSHIP PUBLIC LIBRARY

Position Title: Administrative Assistant - PT
Reports To: Library Director



PURPOSE OF POSITION

Responsible for providing administrative support to the Library Director and administrative staff by performing complex clerical and analytical activities requiring a knowledge of appropriate policies and procedures.

ESSENTIAL FUNCTIONS

1. Actual responsibilities may include some or all of the functions listed, and will vary with the particular assignment.
2. Performs general secretarial tasks for the Library Director and administrative staff.
3. Responds to routine and non-routine inquiries using standardized application and introduction of policies and procedures.
4. Advises and aids in the planning, analysis, and compilation of library budget.
5. Compiles and oversees the budget and billing monthly reports for the Board and provides a summary of expenditures.
6. Maintains the payroll system for the library to include calculating hours on time cards, and summarizing information to report to Township payroll department.
7. Prepares purchase orders for supplies and equipment and obtains authorization from Library Director; maintains filing system for purchase orders.
8. Processes invoices when received and forwards to Finance Department for approval and payment.
9. Answers questions from staff on payroll, general practices and procedures.
10. Is responsible for projecting and recording employee sick, personal, and vacation benefits.

11. Screens phone calls, incoming mail, and publications for Library Director.
12. Coordinates all work orders for maintenance requests in the library system.
13. May assist other staff as appropriate.
14. Contributes to the effective team management of all relevant problems, issues and opportunities.
15. Performs other activities as necessary.

MARGINAL FUNCTIONS

Marginal functions will vary with specific assignment, and depend on the particular unit or function for which the person is responsible.

SPECIAL SKILLS

Proficient in the use of word processing, spread sheet, and database software. Strong organizational skills. Must be able to prioritize workload. Good phone etiquette, strong interpersonal and communications skills. Must be tactful, positive and possess a high degree of integrity and ability to deal effectively with highly confidential information.

PHYSICAL/MENTAL/ENVIRONMENTAL

Physical -	Sit: 70% Walk/Stand: 30%	Drive: No license required Body Movements: Normal Lifting: No lifting
Mental -	Interpret, analyze and problem solve.	
Environmental -	Normal office environment.	

Salary: \$15-\$18 per hour based on experience

Hours: Minimum of 10-12 hours per week

To apply: Please email your cover letter and resume to Fran Bar-Eli, fbareli@lmxac.org, please include position title in the subject line.