



POSITION: Administrative Assistant
REPORTS TO: Library Director

DUTIES:

- Prepares board packets, agendas, and postings of meetings
- Orders and maintains office and library supplies
- Maintains records and contracts for library's vendors
- Prepares and files paperwork for library personnel records
- Updates and maintains contract lists, staff lists, and other documents
- Maintains donation/grants files and responds to donors
- Works with Library Director on special projects
- Works with Finance Manager on payroll and bills when needed
- Serves as recording secretary at board meetings, takes & publishes minutes
- Responsible for deposit of all monies received
- Other duties as assigned

LOCATION: Graubner Library
65821 Van Dyke, Washington, MI 48095

QUALIFICATIONS:

- High school diploma minimum, college preferred
- High level of experience with Microsoft Office and Google Suite
- Familiarity with Quickbooks preferred
- Administrative experience
- Dependable work habits, self-motivated
- Strong attention to detail
- Excellent organizational and communication skills
- Ability to work effectively with the public and coworkers

SALARY: \$17-19 per hour, Earned Sick Time and Paid Time Off

HOURS: 25 hours a week, M-F during the day (evening for monthly board meeting)

SUBMIT: Letter of interest and resume to:
Claire Meeker, Director
Romeo District Library
65821 Van Dyke
Washington, MI 48095

www.romerodistrictlibrary.org