

ELLSWORTH PUBLIC LIBRARY - JOB DESCRIPTION
Full Time Administrative Assistant

The Full-Time Administrative Assistant performs a variety of administrative, office management, executive support, and budgeting/accounting support duties for the Library. This position reports to the Director.

Required knowledge and abilities

- Strong computer skills. Creation and use of spreadsheets, presentation software, and database applications. Willingness and ability to learn new applications, techniques, and technologies.
- Basic financial record keeping rules and procedures.
- Must like working with people and cooperate with all staff.
- Must possess the temperament and good judgment to effectively work with the general public and patrons.
- High accuracy in clerical skills such as, typing & data entry.
- Strong writing skills with attention to correct grammar & punctuation.
- Proficiency with Publisher, Canva, Word, and Excel.
- Strong organizational skills with the ability to multitask efficiently.
- Position occasionally requires walking and standing for long periods.
- Requires light lifting and carrying of up to 40 pounds.
- Ability to work a flexible schedule, occasional evenings/Saturdays.

Responsibilities

- Develops office procedures and performs administrative tasks involving budgeting and accounting.
- Orders and maintains inventory of all office supplies.
- Develops and maintains the administrative office filing system, maintains accurate record of contracts and other important documents.
- Responsible for patron and inter-library loan billing.
- Assists with fundraising and library events.
- Provides outstanding customer service to patrons of all ages.
- Service desk duties, such as circulating material, registering patrons for library cards, shelving, reader's advisory, & collecting fines/fees.
- Assists patrons on public computers, printer, and copier.
- Continuously learns new and changing technology.
- Familiarizes self with library policies and adheres to them.
- Other duties as assigned.

Qualifications

High school diploma and previous customer service experience is preferred. The successful applicant needs to be friendly, detail oriented, motivated, and committed to providing excellent service in a public library environment. Satisfactory background check is required.

To apply, please send a cover letter and resume to director@ellsworthlibrary.net