

JOB DESCRIPTION

Department:	Administration	Hours/Week:	15
Job Title:	Administrative Assistant	Job Category:	Non-Exempt Part-Time
Reports To:	Library Director	Pay Grade:	A2 – Starts at \$10.00 / hr; based on experience

JOB SUMMARY:

Assists the Library Director with administrative functions, including paying bills and maintaining files.

ESSENTIAL FUNCTIONS:

- Enters data into automated accounting system and excel spreadsheets.
- Prepares invoices and vouchers for monthly board meeting.
- Performs routine clerical duties such as telephone reception, opening and sorting mail, preparation of correspondence, and maintenance of office file systems.
- Orders necessary supplies for office and library staff.
- Manages staff time clock and assists with weekly payroll.
- Assists in the preparation of board meeting folders, including copying and printing.
- Assists the Library Director to ensure all regulations are followed and forms are filed on a timely basis.

NON-ESSENTIAL FUNCTIONS:

- Backup contact for ADP Payroll services.
- Backup contact for Indiana Public Retirement System.

JOB SPECIFICATIONS

- High School diploma or equivalent.
- Advanced computer skills, including accounting software and/or Microsoft Excel.
- Must be able to remain in a stationary position up to 75% of the time.
- Ability to lift a box weighing 20lbs to a height of 3-4 feet and the ability to push a cart with a 20lb load.
- This is a security sensitive position that requires confidentiality and honesty. A clean background check is required to for this position.

DISCLAIMER:

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time;
- This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned; or
- This job description is subject to change at any time.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the Hartford City Public Library may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Printed Name _____ Date: _____

Signature _____