



100 E. Church Avenue Telford, PA 18969 215-723-9109 [www.ivpl.org](http://www.ivpl.org)

**To apply:** Please send a resume and cover letter to Tracey Reed, Director [treed@ivpl.org](mailto:treed@ivpl.org)

**Position:** Administrative Assistant

**Summary:** Provides clerical and administrative support, coordinates various communication tasks, ensures the efficient operation of the administrative office, and supports the work of all library staff. This position involves performing all administrative responsibilities for the Library Director's office, making purchases, maintaining records, supporting new hires, assisting patrons, and performing various office tasks.

**Hours:** 20 hours/week, may include evenings and weekends as needed

**Compensation:** \$19.26/hour

**Supervisor:** Library Director

### Essential Functions

#### Administrative:

- Performs all administrative responsibilities for the Library Director and Administration office, including but not limited to: correspondence, communications, monthly statistics gathering and various reports preparation.
- Provides administrative support to the Development Coordinator.
- Provides administrative support to the Foundation of Friends.
- Coordinate with library staff to support ongoing projects and programs.
- Makes purchases, seeks quotes, and tracks and processes all invoices for approval and payment.
- Tracks quantities and places orders for library general supplies and maintains order files.
- Performs general office duties, such as answering phone calls, responding to emails, and handling mail.
- Coordinates schedule for Reference Desk.
- Works with contracted bookkeeper to maintain accurate and up-to-date financial records for Library and Foundation of Friends revenues and expenses.
- Tracks and submits checks and payments for deposit.
- Organizes and files vital library reports, contracts, and related documentation.
- Contacts appropriate outside contractors for needed repairs and follow-up.

#### Human Resources Support:

- Participates in orientation of and provides administrative support for all new hires & new volunteers.
- Assists with applications for clearances and tracks and submits results.
- Reviews payroll for completion and accuracy, and submits for approval and processing.

#### Communications:

- Prepares and disseminates publicity for library events, updates and services, including print, email, online and social media.
- Coordinates social media calendar for system.
- Monitors comments on social media accounts daily.
- Prepares and disseminates a variety of public relations/communications materials.

#### Qualifications

- Prior experience in office administration and/or Associates or Bachelor's Degree in relevant field.
- Experience working with the public in a customer service setting or with libraries preferred.
- Excellent verbal and written communication skills.
- Strong attention to detail and organizational skills.
- Ability to intuit what is needed in a variety of settings without requiring direction.
- Proficient in using computers and office software applications. i.e. knowledge of Google Workspace including Docs, Sheets, Forms, and Canva.
- Ability to multitask, prioritize workload, and meet deadlines.
- Customer service-oriented with a professional and courteous demeanor.
- Ability to work independently and as part of a team.
- Ability to deal tactfully and confidentially with library staff, trustees, and patrons.

#### Physical Requirements

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maneuver and multi-task in a fast-paced office environment.
- Ability to sit for 4 to 6 hours and move about the department and/or building for 2 to 4 hours a day.
- Ability to bend, stoop, squat, reach above shoulder level, kneel, lift, push and pull up to 10% of the day for filing and other office procedures.
- Ability to lift and carry from 10 to 35 pounds for up to 20% of the day for filing and office procedures.
- Ability to use safety precautions to climb step ladder or ability to use step stool to reach files and office equipment in storage areas.

Note: This job description serves as a general overview of the responsibilities and qualifications expected of the Administrative Assistant to the Library Director role at Indian Valley Public Library. Specific duties may vary and additional tasks may be assigned as per the needs of the department and organization.

Indian Valley Public Library is an equal opportunity employer, committed to a diverse and inclusive workplace. IVPL invites individuals from all backgrounds to apply.

Criminal and Child Abuse background clearances required.

**Updated: October 2024**