

JOB VACANCY - BAY COUNTY LIBRARY SYSTEM
Administrative Assistant

ASSIGNMENT: Administrative Assistant for the Bay County Library System and Bay County Library Board of Trustees

WAGE: \$36,483 – \$43,784

HOURS: Salaried position, 40 hours per week, regularly scheduled Monday through Friday

VACATION: Twenty days annually. After five years of service an additional day per year up to a total of 25 days annually.

PERSONAL DAYS: 5 days

SICK: Earned at 1 day per month. Accumulate to 100 days. After 100 days, sick days may be exchanged for vacation at 2:1 up to five days/year.

RETIREMENT: 401K/457 Retirement options with employer 2% contribution and an additional 2% match.

HEALTH INS: Blue Cross/Blue Shield or a deferred compensation annual contribution in lieu of health insurance.

DENTAL INS: Delta Dental or a deferred compensation annual contribution in lieu of dental insurance.

LIFE INSURANCE: \$20,000 life/AD&D insurance policy on employee

PROBATION: First 6 months

AVAILABLE: March 16, 2020

APPLICATION DATE: Send letter of application and resume by 5:00 p.m. January 27, 2020.

Eileen Schulz, Administrative Assistant
Bay County Library System
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Bay City, MI 48708
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ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Responsible for a wide range of administrative support for the Library Director and Board of Trustees. Primary responsibilities are to function as the chief office manager, to serve as secretary/receptionist. Reports to the Director and in her/his absence the Assistant Director.

DUTIES AND RESPONSIBILITIES

Administrative Support for Library Director

Serves as a representative for the Library Director and acts as liaison providing authoritative information, assistance, and advice to library departments, outside constituencies, and the public

Prepares meeting agendas, documentation, and reports; takes and summarizes meeting minutes

Drafts and edits correspondence, memoranda, and announcements

Organizes, compiles, and distributes BCLS Board of Trustees meeting packets

Maintains all official administrative library records

Manages donor relations; provides oversight of donor database; creates and maintains appropriate documentation and correspondence

Performs other duties as assigned

Administrative support for Library Board of Trustees

Creates and publishes a record of the proceedings of all regular and special meetings of the Board of Trustees

Posts public notice of all regular and special meetings of the Board of Trustees

Drafts official correspondence for the Board of Trustees and maintains official records for same

Support for Administrative Office

Manages volunteer program

Manages supply ordering for system

Manages Gift of Reading program

Participates in departmental meetings, committees, and training opportunities

Professional competencies

Demonstrates reliability by consistently arriving to work, meetings and appointments on time.
Adjusts schedule and remains flexible to meet changing work needs and demands

Takes personal responsibility for the quality and timeliness of work, and achieves result with little oversight

Represents the library positively and professionally

Demonstrates competency in using office machines and software (ex Microsoft Office products)

Able to use both oral and written English appropriately and effectively.

Able to deal with confidential matters associated with the office with a high degree of discretion and loyalty.

Must be adaptable and work well under pressure.

Physical demands and work environment

While performing the duties of this job, the employee is required to travel independently within the office and patron areas of the library and in the communities served. The position requires verbal and written conversation with others, sitting, standing, walking, reaching, lifting/moving items up to 25 pounds and use of hands to finger, handle, or feel objects, tools, or controls. Vision abilities required by the job include close vision.

MINIMUM QUALIFICATIONS

Business school degree or two-year College in business curriculum plus two years related work experience. An equivalent combination of education and experience. Typing proficiency required 60 wpm.