

Administrative Assistant, Admin.

Position Summary: Under the direction of the Library Director, the Administrative Assistant will follow policies and procedures as set forth by the Madison County Library System Board of Trustees and the Library Director. As the first point of contact for visitors to the administrative offices, the Administrative Assistant represents the Madison County Library System and has the unique responsibility of making a good first impression. The person in this position must be friendly, professional, efficient, and helpful to visitors. The Administrative Assistant is responsible for providing and coordinating office, staff, and administrative support for the Library Director and Library Board, as time and priorities allow.

Education/Experience/Skills: College degree is preferred with five years of administrative experience in an office environment. Effective verbal and written communication skills. Above average interpersonal skills necessary to interact courteously and effectively with the public, Board of Trustees, and Library staff. Must be familiar with standard office equipment including personal computers, copiers, fax machines, postage machines, and paper shredders. Must be familiar with word processing, spreadsheet, and database software.

Duties and Responsibilities: Duties and responsibilities include the following but are not limited to:

- Processes Library correspondence; screen and direct incoming correspondence not specifically addressed to a staff member. Delivers outgoing mail to the post office in a timely manner.
- Answers telephone; screen and direct incoming calls not specifically addressed to a staff member.
- Maintains Library supplies for, and records of, office, postage, information systems, and janitorial upkeep. This includes creating purchase orders, ordering supplies and equipment, and checking in deliveries of supplies and equipment.
- Supervises Housekeeping/Courier staff.
- Maintains time records, annual/sick leave reports and personnel records for all employees.
- Serves as the central communication link between the Library Director and the Library Board of Trustees; copies, assembles, and mails board packets and makes reminder calls to board members to ensure that there will be a quorum at each monthly meeting. Prepares Board Manuals for new Board Members and annually updates manual for all Trustees. Keeps updated Board contact list and assists with all Board mailings.
- Assists Director, Assistant Director, and Business Manager as needed.
- Performs general clerical duties to include, but not limited to, photocopying, faxing, mailing, and filing.
- Maintains employee personnel records and assists with all aspect of human resource responsibilities.
- Performs other tasks as assigned.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing normal duties of this job, employees may be required to sit or stand for longer periods of time and/or move from one area of the library to another. The employee may be required to climb ladders or step stools, stoop, bend, kneel, reach, push or pull loaded book carts, lift and carry stacks of books, or move boxes of materials of considerable weight from one location to another. The employee may be required to lift up to 35 pounds. The employee should have sufficient vision and hand/eye coordination to perform repetitive movements and job duties. Tasks require visual perception and discrimination as well as oral communications ability. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hours: This is a full-time, non-exempt position. Hours and work days may vary.

Salary: Salary dependent upon education and experience. Full state benefits package including state health and life insurance, basic dental and vision insurance, state approved holidays throughout the year, paid sick and vacation leave, and participation in state retirement and deferred compensation.

This job description is subject to be changed by the employer as the needs of the employer and requirements of the job change.

Email resume, cover letter, and employment application to: Tammie Terry, tterry@mcls.ms

Or apply online at mclsms.org; scroll to bottom of page; click on Jobs@MCLS

Posted: Friday, April 26, 2024

Available: May 16, 2024

Application Deadline: Open until filled.

Madison County Library System is an Equal Opportunity Employer