

**WILLIAM P. FAUST PUBLIC LIBRARY
ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION
&
NOTICE OF JOB VACANCY**

The Westland Library is currently accepting applications for a full time (40 hour) position as Administrative Assistant. The starting hourly rate is \$15. This is a fully benefited position providing health, dental, life, optical insurance and a 401(A) retirement plan. Under the supervision of the Library Director, position is responsible for monitoring the library budget and financial statements, maintaining financial records, preparing correspondence and purchasing of materials and supplies. Position requires confidentiality and discretion in performance of duties.

ESSENTIAL FUNCTIONS

- Reconciles, records and prepares deposits of daily cash receipts for the City Finance Department and bank
- Checks and verifies invoices and prepares vouchers for payment of invoices assigning to proper library accounts
- Must adhere to all policies, procedures, rules and the organizational hierarchy of the Library
- Manages service and maintenance contracts on equipment and facilities
- Mail pick-up and drop-off
- Ability to use Library budget software QuickBooks, and Microsoft Word and Excel programs
- Records minutes for staff meetings and other special meetings assigned by the Library Director
- Uses own vehicle for travel away from Library
- Purchases items as requested for programming, etc.

The above is representative of the non-exclusive duties routinely performed by personnel so classified along with other such duties as may be requested by the Director; it is not to be construed as an exhaustive list of duties performed by said employees so classified.

SKILL REQUIREMENTS

- Must effectively communicate ideas and information in written and oral form
- Effectively read and understand information contained in memoranda, reports and bulletins, etc.
- Effectively follow instructions from supervisor, verbally and written form
- Ability to calculate basic arithmetic problems without the aid of a calculator and advanced calculations with a calculator
- More than a beginner's knowledge of databases and computers, in general, required
- Skill in organizing complex tasks with ability to self-start in discharging responsibilities
- Ability to utilize discretion in dealing with others and to treat all information obtained in a confidential manner

EDUCATION AND EXPERIENCE

1. Bachelor's degree in business, accounting, human resources or marketing.

OR

Associates degree in business, accounting, human resources, or marketing with two years' experience specific to this position.

OR

High school degree with five (5) years' experience specific to this position.

2. Keyboarding, accounting, computer literacy, and general office experience.

PHYSICAL DEMANDS

The position requires frequent sitting, occasional standing and walking. Occasionally, employee will ride in motor vehicles. The employee must work with hands often. There may be frequent bending, reaching, kneeling and crouching. Lifting, pushing and pulling up to ten (10) pounds routinely required. Near and far vision required. Employee must have the ability to hear and understand persons talking in normal conversation from fifteen (15) feet away or on telephone.

LANGUAGE REQUIREMENTS

Employee must be able to read moderately complex written instructions and technical manuals and be able to complete moderately complex forms and documents. English required.

MATH REQUIREMENTS

Must be able to add, subtract, multiply, divide and calculate decimals, percentages and ratios.

EQUIPMENT REQUIREMENTS

Use a variety of electronic and other tools and equipment commonly used in an office setting including computers, telephones, facsimiles, scanners, calculators, copiers and other devices.

WORK ENVIRONMENT

Regular work hours are Monday – Friday, 8:00 a.m. – 5:00 p.m. Typically, the employee works indoors at office noise level.

Please respond by email on or before July 20, 2017 as this position needs to be filled immediately.

Sherri West
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