

Title: Administrative Assistant (LS2)**Location: Boone County Public Library - Main (part time)**

Boone County Public Library is seeking a dynamic, motivated individual for the position of a Part time Administrative Assistant to the Director at the Main Library in Burlington, KY. This position provides administrative support and coordinates activities such as scheduling meetings, preparing reports and handles special projects as needed. This position is 20 hours per week and offers flexible days. The Administrative Assistant interacts extensively with the public and other staff members.

Responsibilities:

- ✓ Provides administrative support to the Director.
- ✓ Prepares correspondence, reports, presentations, agendas, minutes, etc.
- ✓ Schedules and organizes activities such as meetings, travel, conferences and department activities and tracks related expenses.
- ✓ Assist in preparation of meetings (both internal and external), social events and various employee events.
- ✓ Maintains files, records and calendars.
- ✓ Answer, screen and forward telephone calls, taking messages and providing information as required.
- ✓ Performs accounts payable duties to include data entry of payables into the system. Receiving proper coding and approval on all invoices.
- ✓ Handles special projects as they arise and provide support in preparation of documents, meetings and conduct basic analysis as appropriate.
- ✓ Acts as vendor contact for vending machines.
- ✓ Perform other duties as assigned.

Education and Experience requirements:

Undergraduate degree in related discipline. 2-5 years progressively more responsible related work experience. Combinations of related education and experience will be considered.

Skills and Abilities:

Requires excellent communication skills and ability to provide information and service to a wide range of internal and external contacts

Ability to work both independently and as a team player to co-ordinate work with others

Demonstrated experience with handling sensitive and confidential information

Ability to prioritize projects and strong problem solving skills/research skills

Attention to detail and exceptional organizational and time management skills

Ability to deal tactfully and effectively with the public and other staff members

Professional written and verbal communication skills

Proficiency with Windows-based PC's, Microsoft Office products, email, and related products and procedures; ability and willingness to learn and adapt to new technologies

Light to medium work [lifting, pushing or pulling 20-50 lb. maximum]

Reaching, bending, kneeling and crouching to retrieve and replace library materials

Movement throughout the facility locating

Handling and manipulating library materials; cards, forms, etc.

Operating a computer, audiovisual equipment and office equipment

Visual acuity sufficient to identify materials on shelving up to 90 inches in height and to read primarily typed or printed text in a variety of type sizes

Compensation

Starting at \$13.00 per hour

If you have the qualifications for this position, send application, cover letter and resume to:

Human Resources Manager

Boone County Public Library

1786 Burlington Pike

Burlington, KY 41005

E-mail: jobs@bcpl.org

Fax 859-689-0410

Applications received prior to July 31, 2017 will receive first consideration.