

## **ADMINISTRATIVE ASSISTANT**

### **Part Time position available (at Main)**

**Class:** LS  
**Status:** Non-Exempt

Boone County Public Library is seeking a motivated individual with a positive attitude for the part time position of Administrative Assistant. Under the general direction of the Business Services Director, the Administrative Assistant is responsible for clerical tasks related to the administrative and bookkeeping functions of the business office for the library system. The Administrative Assistant interacts with the public and other staff members. This part time position (20 hours per week) will work days.

#### **As an Administrative Assistant, a typical day may include the following...**

- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Provides general office support (file, create POs, manage mail, record statistics, etc.).
- Provides administrative support to the Business Services Coordinator
- Perform basic bookkeeping duties such as counting receipts and preparing bank deposits
- Negotiate with vendors for supplies as appropriate
- Process invoices for payment; maintain paid invoice files
- Answer the telephone and direct calls
- Perform related duties as assigned

#### **This job maybe a good fit for you if you have...**

High school diploma or GED  
3 years general office experience or related field

#### **SKILLS AND ABILITIES**

Ability to deal tactfully and effectively with the public and with other staff members  
Ability to work under minimal supervision  
Ability to communicate effectively verbally and in writing  
Ability to prioritize projects and strong problem solving skills  
Research skills and attention to detail  
Ability to do repetitive tasks with speed and accuracy  
Ability to adhere to prescribed routines  
Proficiency with Microsoft Office, Google products, the Internet and various software programs

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Light to medium work [lifting, pushing or pulling 20-50 lb. maximum]  
Reaching, bending, kneeling and crouching to retrieve and replace library supplies, to pack and unpack boxes  
Manipulating catalog pages, papers, currency, forms, etc  
Operating computer and office equipment  
Visual acuity sufficient to read primarily typed or printed text in a variety of font sizes and styles

**What we have to offer...**

\$ 14.00 per hour, approximately 20 hours per week plus a great working culture and flexibility.  
Also offering Dental and Vision coverage at no cost to the employee.

**Position will remain open until filled.**

**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](mailto:jobs@bcpl.org)  
Fax 859-689-0410