

Marengo-Union Library District Job Description

Title: Administrative Assistant

Job Type: Temporary, Part Time

Dept: Administration

Work Schedule: Flexible, Hours will be coordinated with the Director

Reports to: Library Director

Salary: \$22 per hour

Effective Date: 01/15/2025

General Position Summary:

This is a temporary position that ends once the project is complete. This project involves working closely with the Director to improve the organization of Library records and general office files, as well as the creation/revision of employee manuals.

Essential Duties/ Major Responsibilities:

Duties include but are not limited to:

- The revision and updating of the current administrative system to improve efficiency.
- The preparation of Library policies and procedural documents.

Communication:

The position has on-going contact with Marengo-Union Library staff members. Contracts regularly contain confidential or sensitive information necessitating discretion.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- High School Diploma or equivalent, with three (3) years of administrative experience in a business or government agency with responsibility assisting in the direction of office administration, and other support services.

- Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described including extensive satisfactory experience at the executive secretarial level, preferably in a public education environment; coursework in business administration or a related field is desirable.

Necessary Knowledge, Ability, and Skills:

- Excellent grammar, spelling, oral/verbal communication skills, and proofreading skills.
- Proficient in using fax machines, copiers, computers, and other office equipment.
- Proficient with Microsoft Office.
- Ability to conduct oneself in a professional manner.
- Attention to detail and commitment to accuracy.
- Ability to coordinate and prioritize tasks.
- Strong commitment to public service.
- Flexibility to adapt to changing situations and varied work schedule.
- Good vision and hearing.
- Physical mobility.
- Ability to work with library staff in a friendly and efficient manner.

SPECIAL REQUIREMENTS

Valid Illinois driver's license.

PHYSICAL DEMANDS

The position requires constant talking and listening and frequent sitting. The lifting and carrying requirements for the position are minimal. Must be able to lift at least 30 lbs.

WORK ENVIRONMENT

Duties are typically carried out in an office setting. Work involves a varied schedule to be coordinated with the Library Director.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.