



## JOB DESCRIPTION

**Job Title:** Administrative Assistant

**Classification:** Non-exempt

**Reports to:** Director

**Date:** 2025

**Summary:** Supports the administration of the Library in a confidential, efficient, and accurate manner; assists with financial, administrative, and human resources activities, and performs clerical functions for the support of the director.

### **Key Responsibilities:**

- Perform clerical duties, including preparation of correspondence, maintenance of filing and record-keeping
- Compile reports and statistical information
- Organize and maintain a database of donors
- Conduct research and assist on multiple projects
- Become familiar with the Library's policies and procedures
- Develop constructive and cooperative working relationships with others, and maintain them over time
- Develop specific goals and plans to prioritize, organize, and accomplish work
- Communicate with people outside the Library, representing the Library to customers and other external sources
- Other duties as assigned

### **Qualifications:**

- Minimum: High School Diploma/Some College preferred
- 2+ years of hands-on administrative support experience
- Proficient in Microsoft Office Suite
- Exceptional customer service skills, over the phone and in person, with our customers and internal departments
- Ability to prioritize projects and follow-up
- Excellent written and verbal communication skills

- Extremely organized; excellent time-management skills
- Can handle sensitive information with integrity and confidentiality
- Shows initiative, creativity, flexibility, and sound judgment working with confidential information; good organizational skills; ability to work effectively without supervision
- Work independently and collaboratively
- Ability and willingness to work a varied schedule
- Ability to sit for long periods, bend often, lift boxes weighing up to 20 pounds, and work in an unassigned area if necessary
- Must be able to withstand repetitive motion using fine motor skills to type on a keyboard
- This job requires cooperation, dependability, and being open to change in the workplace
- A valid driver's license is required

**Schedule:** This is a 15 hour per week part-time employment position.

**Salary:** Hourly, non-exempt rate begins at \$18.00.

This job description does not cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Other duties, obligations, and activities may change or be re-assigned at any time with or without notice.

Grafton-Midview Public Library is an equal opportunity employer providing employment opportunities for all applicants and employees without regard to race, color, religion, sex, age, disability, national origin, veteran/military status, genetic information, or any other characteristic protected by law.