**Job Summary:**

Serve as a member of the administrative team under the general supervision of the Library Director. Perform duties related to: secretarial responsibilities, library finances, personnel policies and concerns, and facilities oversight and support.

**Salary Range**: $15.00-$17.00, depending on experience

**Hours**: 20-24 per week, weekdays, occasional evenings and Saturday’s

**Benefits**: Prorated Vacation, Sick and Personal Days; Life Insurance

**Responsibilities:**

* Provide confidential secretarial services to the Director
* Maintain library administrative and personnel files
* Maintain financial records of the library
* Purchase and maintain inventory of kitchen, maintenance and janitorial supplies
* Based on established maintenance calendar; schedule outside contractors to perform preventive maintenance, lawn maintenance, snow removal, equipment repairs, improvements, security and fire alarm testing systems, etc.
* Other duties as assigned

**Qualifications:**

* Associates Degree or Bachelor’s Degree preferred
* Minimum of two (2) years in an administrative position
* Proficiency in Microsoft Office applications and personal computers
* Ability to analyze complex problems and develop reasonable solutions
* Must possess a valid Michigan State driver’s license

**Requirements:**

* Absolute dedication to integrity and confidentiality
* Strong oral and written communication skills
* Strong organizational talent and attention to detail
* Ability to work effectively and cooperatively with other staff
* Ability to establish and maintain good working relationships with public
* Demonstrate creativity, flexibility, and a positive attitude
* Poise in a busy setting serving customers and staff with high expectations
* Ability to project a professional demeanor with behavior and attire
* Willingness and ability to perform necessary minor upkeep of library
* Standing or sitting for periods of time
* Lifting, pushing, pulling or carrying objects weighing up to 50 pounds
* Walking, bending, stooping, crouching, reaching, seeing

**Please email cover letter, resume and application to:**

Denise Stefanick, Director

dstefanick@whitelakelibrary.org

Applications received by Thursday, January 4, 2018 will be given first consideration.