



## **Employment Opportunity**

**Position:** Administrative Assistant  
Part-time, professional position

**Pay Rate:** \$15 -\$17 an hour to start, depending on education and experience

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

**Benefits:** Pro-rated vacation, sick and personal business days

### **Job Summary:**

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

### **Responsibilities:**

- Provide confidential administrative support for the Director; including preparing various correspondence, reports, memoranda, budgets, statistical tables, etc.
- Assist with preparation and maintenance of library administrative, financial, payroll and personnel records
- Organize and maintain electronic and hard copy files of executive office data and information
- Purchase and maintain the inventory of the kitchen, maintenance, facilities and misc. supplies
- Assist with the meeting room schedules; handle room reservations according to the established policy
- Assist with room rentals for the Library and work with others to ensure rooms are set up for rentals and programs
- Assist with Board meetings including preparing meeting information and packets
- Other duties as assigned by the Director

**Qualifications:**

- High School Graduate. College coursework in business or related field or equivalent work experience desired. Associate Degree preferred. Bachelor Degree valued.
- Minimum of two (2) years in an administrative position
- Proficiency in computers and Microsoft Office applications
- Basic understanding of work hazards, safety procedures, and public safety matters
- Ability to analyze complex problems and develop reasonable solutions
- Must possess a valid Michigan State driver's license

**Requirements:**Mental Requirements

- Absolute dedication to integrity and confidentiality
- Strong oral and written communication skills
- Strong organizational talent and attention to detail
- Creative problem-solving ability
- 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

Physical Requirements

- Willingness and ability to perform necessary minor upkeep of the library
- Standing or sitting for periods of time
- Lifting, pushing, pulling or carrying objects weighing up to 50 pounds
- Walking, bending, stooping, crouching, reaching
- Keyboarding and using the telephone

**Closing Date:** Applications received by October 23, 2019 will be given first consideration. Interviews will be held the following week.

**Application:** Cover letter, resume and completed [application form](#)

**Email or send to:** Denise Stefanick, Director  
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