

Position: Administrative Assistant

Reports to: Library Director

Salary: \$20/hour

Hours: 24 hours/week, may include some nights and weekends

The Auburn Hills Public Library seeks an enthusiastic, organized individual to join a positive, team-oriented work environment.

Qualifications:

- Must have at least a two-year degree in business administration or a related field or the equivalent work experience
- Strong computer skills with experience in Microsoft 365 (SharePoint, Teams, Office, OneDrive)
- Strong organizational skills and attention to detail
- Ability to maintain discretion of confidential employment records
- Ability to work independently and as part of a team
- Desire and ability to provide excellent customer service
- Excellent verbal and written communication skills
- Successfully pass a background check & pre-employment screening

Primary Job Duties and Responsibilities:

- Provides clerical support for the Library Director and other staff.
- Assists administrative and management staff with job opening postings, tracking applications, responding to applicants, and clerical support for hiring new employees.
- Serves as the main point of contact between the Library and the City of Auburn Hills.
- Assist in maintaining procedural manuals.
- Assists in coordinating employee onboarding, including scheduling orientation.
- Coordinates Board of Trustees and Board committee meetings including booking meeting rooms, typing agendas, public notices, Board packet preparation and distribution, and meeting room setup.
- Maintains accurate inventory of orders, office supplies, and other Library supplies.
- Enters and submits weekly invoices and purchase orders.
- Enters and submits bi-weekly employee payroll.
- Takes minutes at monthly Library board meetings and special meetings.
- Prepares donation thank you letters, and other correspondence as needed.
- Other duties as assigned.

How to Apply:

Send resume, cover letter, and completed application form (available at www.ahplibrary.org) to Kathleen Kwiatkowski, Library Director at kwiatkowskik@ahplibrary.org. Applications received by February 10, 2025, will receive first consideration.

Auburn Hills Public Library is an Equal Opportunity Employer.