



Now hiring: Administrative Assistant

Posting closes: November 22, 2021

The Germantown Public Library is now hiring for the position of Administrative Assistant. This employee will serve an important role in the administration of the library by focusing on support for vital services.

Essential Job Duties:

- Provide administrative support in the areas of records, finance and operations.
- Coordinate external and internal communications to Library Board, Director, and other stake holders.
- Prepare documents in accordance with legislative directives (Agenda packets, Board minutes)
- Assist the management of the library in research of applicable topics.
- Help manage external vendors in accordance to applicable purchasing laws
- Proofreading, composition, and filing of documents

Preferred Skills and Experience:

- Experience in an accounting, legal, or governmental office support role
- Expertise in communications software such as Word, Excel, Adobe, PowerPoint, etc..
- Attention to detail and confidentiality dealing with sensitive documents
- Training and /or education beyond the minimum qualifications
- High levels of professionalism

Minimum Qualifications and Requirements:

- High school diploma or G.E.D
- Three years' experience in administrative support role
- Ability to work independently and multitask.
- Ability to use and understand technology.
- Ability to work well with others and to promote positive staff and community relations.
- Ability to follow verbal and written instructions.
- Ability to follow and apply library procedures and policies.
- Must be able to lift, carry, push, and pull 40 pounds. Must be able to bend and reach. Must be able to communicate effectively in English, both orally and in writing.

This position is a non-exempt (hourly) position with the expected schedule of 20-28 hours per week. Some nights required, especially second Monday of every month (Board meeting). Schedule is flexible.

The Library may hire this position with the internal classification of Library Assistant I, II, or III based on education and experience. Compensation will be paid based on Board approved salary schedule. The hiring range for this advertisement is **\$9.80 - \$14.98** per hour. The library provides 10 regularly scheduled holidays, paid sick and vacation leave, membership in OPERS retirement.

If you are interested, please send a resume and cover letter to:

greg@gtownlibrary.net **Re: Administrative Assistant**

Or mail:

Greg Van Bebber

Attn: Administrative Assistant

51 N. Plum St.

Germantown, OH 45342

Candidates selected for an interview will be required to complete a Germantown Public Library employment application.



Now hiring: Library Assistant

The Germantown Public Library is now hiring for the position of Library Assistant

Essential Job Duties:

- Assist patrons in finding and selecting library materials, and in the use of the public computers, personal electronic devices, and library virtual materials.
- Provide customer service to library patrons by checking in and checking out materials.
- Answer telephone and email.
- Answer basic reference and directional questions, and forwarding other requests to the appropriate person.
- Process book drop returns, sort delivery and mail, and search for holds and missing items.
- Shelve library materials.

Qualifications and Requirements:

- Ability to work independently and multitask.
- Ability to helpfully communicate with the public to determine customer needs.
- Ability to use and understand technology.
- Ability to work well with others and to promote positive staff and community relations.
- Ability to follow verbal and written instructions.
- Ability to follow and apply library procedures and policies.
- Must be able to lift, carry, push, and pull 40 pounds. Must be able to bend and reach. Must be able to communicate effectively in English, both orally and in writing.

The Library may hire this position as a Shelver or a Library Assistant I, II, or III based on education and experience. Compensation will be paid based on Board approved salary schedule. The hiring range for this advertisement is \$9.25 - \$12.40 per hour. The library provides 10 regularly scheduled holidays, paid sick and vacation leave, membership in OPERS retirement

Schedule includes shifts during the week from the hours of 8-4 or 12-6 and Saturdays from 10-3. Approx. 20-35 hours per week.

If you are interested, please fill out an application and drop it off at the circulation desk.

Germantown Public Library 51
N. Plum St.
Germantown, OH 45327
937-855-4001
info@gtownlibrary.net