



JOB VACANCY ANNOUNCEMENT

Position Classification: Administrative Assistant

Salary: \$27,768 / annually

Description: See attached job description

Opening Date: August 29, 2017

Closing Date: September 12, 2017

General Requirements: Must have a high school diploma; must have three years administrative/secretarial experience; must have a good driving record; must have experience with computers; must be public service oriented; must have good communication skills; and be able to lift 30 pounds.

Applications: Employee applications may be obtained and returned to any library branch or mailed to the Main Library at 151 Library Drive, Houma, LA 70360. Also available on the library's website at <http://mytpl.org>.

Selection: A review of the applicants' qualifications will be made by the library director and assistant director to evaluate all candidates' experiences. Only applicants who meet the basic requirements will be considered for this position. The applicant most qualified will be chosen for the position.

Administrative Assistant

MINIMUM QUALIFICATIONS:

- High school diploma
- Must have at least three years administrative/secretarial experience
- Must have experience in use of computers and office equipment
- Must have a valid driver's license and good driving record
- Must be public service oriented with good communication skills
- Ability to lift and move items and materials up to 30 lbs. in weight

GOAL:

- To assist the director and administrative staff with projects, policies, inventory control, and administrative duties

SUPERVISOR:

- Library Director

DUTIES:

1. To assist the with administrative duties
2. To answer the telephone for the main library
3. To assistant business manager with bi-weekly payroll and monthly invoices
4. To sort incoming mail and process all outgoing mail and special mailings
5. To handle and maintain records for all donations and gifts
6. To assist in coordinating staff meetings and board meetings
7. To maintain the confidentiality of all records and personnel actions
8. To work on projects with the administrative staff
9. To maintain the system's policies and procedures manuals, along with library board of control minutes and correspondence
10. To catalog and distribute magazines system wide
11. To purchase, maintain, and distribute supplies system wide, including bulk purchases
12. Servicing of library vehicles
13. To follow policies and procedures in the library policy manual and personnel handbook
14. To work cooperatively and in professional harmony with the staff members, administrators, and the community
15. To participate in staff development through continuing education classes
16. To perform other related library duties as required by a superordinate

Signature

Date