

Montgomery County-Norristown Public Library

State-designated District Library Center Serving Montgomery County's 35 Local Public Libraries

1001 Powell Street, Norristown, PA 19401-3817 ~ Telephone (610) 278-5100 ~ Fax (610) 277-0344

Administrative Assistant to MC-NPL Executive Director

The Montgomery County-Norristown Public Library seeks a flexible and reliable full time employee to provide outstanding support to its Executive Director as part of the administrative team. 37 hours per week, including day time hours and occasional evenings and Saturdays as needed. Benefits available.

Position Summary

Regulates and controls the office activities and flow of documents and information within the Administrative Office while working closely with Executive Director's daily correspondence and schedule. Responsible for contacts with Board members, government officials, vendors, the general public and staff who require the services of the Executive Director. Prepares and processes written correspondence and provides information and materials for meetings. Assists with human resources. Oversees facility maintenance, cleaning crew and room rental process. Responsible for various fundraising activities such as annual appeal and annual fundraiser, as well as other development and marketing functions. Other duties as assigned.

Primary responsibility is to assist Executive Director as directed which will include, but is not limited to:

- Acts as a representative of the Executive Director with public, staff and officials.
- Takes and transcribes minutes for all Board and Department Heads meetings, and other meetings as needed; Types letters, forms, minutes, reports and other materials/documents for Executive Director; reviews for grammar, format, completeness, and adherence to Library policy; gathers documents, correspondence, and other information necessary for meetings. Create agendas and other documents as necessary for said meetings
- Works closely with Executive Director in planning annual fundraising initiatives, in particular the annual appeal and annual fundraiser.
- Develops and maintains filing and document control system for a variety of documents
- Arranges and schedules appointments for Executive Director; screens visitors and phone calls; apprises the Director of all activity in regard to visitors and callers; answers a variety of inquiries regarding office activities and refers to the appropriate department for handling
- Maintains control over incoming and outgoing correspondence, composes correspondence on a variety of subjects relating to the management of the office
- Receives and maintains Branch, Department, and Security schedules on a weekly basis; schedules public meeting rooms
- Oversees preparation and maintenance of new equipment, supplies, and inventory of office equipment and supplies
- Contacts appropriate county department or outside contractor for needed repairs and follow-up
- Assist with human resources; new hires, clearances, workman's comp, etc.
- Performs related work as required

Qualifications

- College degree, administrative or secretarial experience attesting to the knowledge, skills, and abilities required for the position: typing, mailing, filing, use of basic office equipment, etc.
- Must have strong clerical and organizational skills, ability to multi-task
- Expert knowledge of Microsoft Office suite including Word, Excel, Outlook and Publisher; must be skilled in current word processing and thorough knowledge of developing and maintaining databases and spreadsheets
- Must possess initiative and independent judgment
- Excellent verbal and written communication skills; ability to communicate with equanimity and courtesy when dealing with public and staff
- Capacity to work under time pressure with accuracy and thoroughness in the midst of in-person and telephone interruptions
- Must recognize the need for and importance of confidentiality
- Must have valid PA driver's license and the ability to work at any of the Library's locations
- Familiarity with fundraising, event planning, accounts payable and/or human resources is a plus.

Potential employment is contingent upon completion of the PA State Mandated Reporter Training, and submitting to employer within 30 days of date of hire the results of the following background checks: PA State Police Criminal History, Child Abuse History and FBI clearances.

If interested, please send a cover letter, resume, and a completed employment application to karnold-yerger@mclinc.org. To download the MC-NPL employment application visit <http://mnl.mclinc.org/employment/>.