

GRUNDY LIBRARY

The Margaret R. Grundy Memorial Library

Dana Barber · Library Director

Position Opening (Full-time): Library Administrative Assistant

The Margaret R. Grundy Memorial Library invites applications for Library Administrative Assistant, a full-time library position.

Margaret R. Grundy Memorial Library is an award-winning library serving Bristol Borough and surrounding areas. Our mission is "Opening doors, inspiring minds, connecting community." We achieve this through outstanding and personalized customer service, high quality programming, free and open access to technologies and the internet, specialized services to support research in the areas of local history, nonprofits and grantseeking, and active community outreach.

The Margaret R. Grundy Memorial Library is funded by The Grundy Foundation, which also supports the Grundy Museum. For more information about the Margaret R. Grundy Memorial Library, visit our website at <http://www.grundylibrary.org>.

Primary Responsibilities: Reporting to the Library Director, the Library Administrative Assistant performs a variety of clerical management functions to support administrative personnel and provides friendly and courteous customer service to patrons of all ages. Responsibilities include: recording Foundation invoices in QuickBooks, preparing and mailing vendor checks, ordering and tracking library budget expenditures, handling petty cash transactions, and maintaining financial records in accordance with the retention policy. Other office management functions include answering phones and doors, sorting mail, maintaining filing system and internal calendars, handling meeting room use, and administering staff scheduling; compiling library and museum statistics and generating statistical reports; maintaining and ordering office supplies, programming supplies, and postage machine funds and supplies. Maintains informational materials in the Library's Bristol Visitor's Center; oversees and coordinates regular art displays/exhibits at the library walls. Actively participates on library teams.

Other duties: The Library Administrative Assistant also performs basic customer service duties using computer network, including: materials charges and discharges, material requests, patron assistance, telephone queries, and patron registration, as well as preparation of items for public use. Processes payments via the point-of-sale system and operate cash drawer and credit card machine. Offers basic instructional assistance to the public on accessing and using the Library website and online catalog, computers, software, online resources, cloud services, and other related equipment and technologies. Assists with programs for adults and youth as needed. Communicates library procedures and policies to patrons, addresses complaints and patron behavior issues. Periodically travels to bank, warehouse membership clubs, and other sites to perform transactions, retrieve materials and supplies. Performs other related duties assigned.

Required Qualifications:

- High school diploma with business coursework required; Associate's Degree in administrative support or equivalent preferred
- Minimum of two years' experience as an administrative assistant, virtual assistant or office assistant
- Proficiency in Microsoft Office with expertise in Microsoft Word and Excel
- Working knowledge of office equipment including copiers, scanners, fax machines, and other technologies as needed
- Knowledge of office management systems and methods for improving efficiency

- Good stamina; ability to stand on feet and walk most of the day; easily operates computer keyboards, mice, printers, and other devices; ability to kneel, bend, stoop, and reach repeatedly; lift and carry library material weighing 30 lbs. and push book carts weighing 125 lbs.

Preferred Qualifications:

- Experience with Quickbooks
- Experience with OCLC Wise integrated library system

Required Skills:

Detail-oriented with superior organizational and time management skills; self-motivated, proactive, and team-oriented; makes decisions based on good business practices and library philosophy; excellent written, oral and interpersonal communication skills; warm, approachable, and outgoing personality; tact, courtesy, and flexibility; initiative; commitment to excellence in the provision of library service. Strong technology skills. Ability to adapt to a changing work environment.

All library positions require criminal background and child abuse clearances.

Compensation: \$35,000-38,500 annually (dependent on education and experience); competitive benefits package.

Hours: 40 hours per week including some evenings and Saturdays.

Application: Please submit a cover letter of application, current resume, and three references to Dana Barber, Library Director, Margaret R. Grundy Memorial Library, 680 Radcliffe Street, Bristol, PA 19007 or email them to db@grundylibrary.org. Review of applications will begin immediately. Position open until filled.