



Auburn Hills Public Library
3400 East Seyburn Drive
Auburn Hills, MI 48326
(248) 370-9466

JOB ANNOUNCEMENT

POSITION: Administrative Assistant

SALARY RANGE: \$13-\$14.50 per hour

HOURS: 15-20 hours per week, including evening and weekend hours

DATE AVAILABLE: Immediately

MINIMUM REQUIREMENTS: Bachelor's Degree preferred, but will consider Associate's Degree with relevant work experience. Strong commitment to confidentiality. Strong knowledge of Internet and computer related technology. Some experience with payroll and accounting software. Must have the ability to work pleasantly with the public and staff. Cash handling experience. Strong attention to detail, excellent organizational and communication skills. Experience with press releases and other forms of publicity. Must be able to stay on task and work independently without constant supervision.

RESPONSIBILITIES: Oversee collection and record keeping of Library finances, including handling Library payables. Develop and maintain staff schedule and prepare information for automated payroll system. Assist in preparation of monthly Board meetings. Assist with the preparation of monthly statistics and meeting room reservations. Order and maintain supplies. Assist with webpage maintenance and social media marketing. Other duties as assigned.

PHYSICAL DEMANDS: The employee must occasionally lift and/or move up to 25 pounds. Specific vision, hearing, physical mobility and manual dexterity abilities required by this job.

APPLICATION: Available at <http://auburn-hills.lib.mi.us>
Resume, cover letter and application required

SEND TO: Auburn Hills Public Library
ATTN: Administration Department
3400 E. Seyburn Drive
Auburn Hills, MI 48326
admin@auburn-hills.lib.mi.us
(248) 364-9466

APPLICATION DEADLINE: Until position is filled

The Auburn Hills Public Library is an equal opportunity employer. It does not discriminate on the basis of race, color, national origin, age, religion, sex, height, weight, marital status, or disabling condition in employment. No person shall be denied employment solely because of any disability, which is unrelated to the individual's ability to do the essential functions and duties of the job with or without accommodation.