

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

**Job Announcement**

**Position:** Administrative Assistant, Part-Time  
**Salary:** \$14.00/hour  
**Hours:** 15-20 hours per week, including evenings and Saturdays. **Must be flexible.**  
**Date Available:** Immediately

**PRINCIPLE FUNCTION**

Under the supervision of the Library Director, provides administrative support to the Library. Position requires the ability to communicate effectively, manage multiple priorities and exercise considerable discretion and independent judgment as it relates to assigned responsibilities and projects.

**Qualifications:**

- Bachelor's Degree preferred, but will consider Associate's Degree with relevant work experience
- One to two years increasingly responsible experience in an Administrative Assistant position.
- Advanced skill level in Microsoft Office applications and Internet usage.
- Ability to use Library technology systems, including personal computer, software programs (i.e., word processing, electronic spreadsheets, databases, presentation and budgeting software) and other job related equipment. Awareness and proficiency in digital filing systems is high desirable.
- Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- Ability to manage multiple tasks and assignments, and to anticipate needs of the Library Director.
- Ability to establish and maintain a comprehensive record-keeping system and office procedures.
- Ability to resolve moderately complex problems.
- Ability to express oneself effectively and concisely, both orally and in writing.
- Ability to tactfully and effectively deal with public, staff and patrons.
- Ability to work independently with general direction.

**Primary Job Duties:**

- Performs diverse assignments, including tasks of a confidential and/or complex nature, often requiring advanced administrative skills. Tasks assigned by the Library Director (as directed).
- Manages the daily, weekly and annual schedule of the Library Director to accommodate internal and external appointments. Responsible for updating and rearranging appointments as needed.
- Establishes and maintains a comprehensive record-keeping system and office procedures.
- Produces printed copy from rough written or digital copy, dictation or brief oral instruction, involving correspondence, tables, reports, or other material of a technical or confidential nature.
- Assists with the development of the Library Director's presentations.
- Oversees collection and record keeping of Library's finances, including handling Library's payables.

- Prepares information for automated payroll system.
- Assists Library Director in preparation of monthly Library Board of Trustees meetings.
- Orders and maintains Library supplies.
- Oversees and maintains meeting room reservations and schedules.

**Physical Demands:**

- Specific vision abilities required by this job include: close vision, ability to adjust focus, and see keyboards. Must be able to sit, bend, and/or walk for extended periods of time. Must be able to reach, and carry books or boxes of books, push book carts, use the telephone, lift, push, pull objects weighing up to 40 pounds.

**Submit cover letter, resume, and application to:**

Auburn Hills Public Library, 3400 East Seyburn Drive, Auburn Hills MI 48326

Attn: Jan Waun, [jwaun@auburn-hills.lib.mi.us](mailto:jwaun@auburn-hills.lib.mi.us)

**The application is available at:** <http://auburn-hills.lib.mi.us>

**Application Deadline:** May 11, 2018