

BRIDGMAN PUBLIC LIBRARY  
JOB DESCRIPTION

**TITLE:** Administrative Assistant

**SCHEDULE:** Part-time, 21 hours per week

**REPORTS TO:** Library Director

**JOB SUMMARY**

Performs a wide variety of administrative and clerical tasks related to human resources, ordering and purchasing, record retention, and correspondence.

**MAJOR DUTIES**

- Provides clerical support to the Library Director.
- Serves as recording secretary to the Joint Board of Directors.
- Compiles reports, keeps records, maintains files and lists.
- Orders office supplies, maintains supply inventory.
- Creates library staff schedule.
- Records and distributes staff meeting minutes.
- Oversees the library volunteer program.
- Compiles and distributes library newsletters.
- Fills in at the circulation desk as needed.
- Attends meetings as assigned by the Library Director.
- Performs other duties as assigned.

**SKILLS AND ABILITIES**

- Excellent verbal and written communication skills.
- Ability to handle confidential and sensitive information.
- Superior organizational skills.
- Knowledge of standard office equipment including personal computers, word processing and spreadsheet software.
- Ability to comprehend and follow detailed directions.
- Knowledge of BPL methods and procedures and ability to enforce library policies.
- Ability to foster and maintain courteous and cooperative relationships with patrons, staff, the Library Board and the public.
- Ability to manage and prioritize multiple tasks.

**PHYSICAL REQUIREMENTS**

- Ability to see, hear and speak clearly.
- Ability to manually manipulate computer keyboard, mouse, scanner, etc.
- Ability to lift up to 40 pounds, push or pull up to 80 pounds on wheels.
- Ability to stand, bend, stoop for long periods of time.

**QUALIFICATIONS**

- Must be 18 years of age or older.
- College degree preferred.
- Minimum 2 years' work experience in an office environment.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

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Date