



Job Title: Administrative Assistant

Mission Statement:

Otis Library provides free and open access to information, ideas and services that anticipate our community's personal, educational, and professional needs. The Library enriches our region by maintaining a safe and welcoming environment and by offering resources that promote lifelong learning.

Purpose: The Administrative Assistant will support the mission of Otis Library by providing secretarial assistance to the administrative staff.

Primary Responsibilities:

- Reports to Executive Director
- Screens calls, directs visitors, distributes mail, collects dress down day funds, and monitors email accounts
- Composes, transcribes and types general correspondence
- Creates and maintains central filing system
- Assists Director of Development with annual appeal, fundraising campaigns, events, and other initiatives
- Receives and records fees and donations; drafts donor communications, acknowledgements, and receipts
- Maintains fundraising database
- Assists Business Manager with accounts payable functions, including deposits
- Assists with and supports marketing initiatives for the Library
- Develops and maintains database of programming contacts
- Prepares materials and technology for and attends meetings of Board of Trustees; records and transcribes minutes
- Attends committee meetings as requested by the Executive Director; records and transcribes minutes from shorthand, notes or transcription equipment
- Orders and maintains office supply inventory
- Manages meeting space reservations and technology
- Attends webinars, seminars, workshops and other training opportunities to remain current in field
- Works at service desks as needed

Essential Abilities:

- Strong organizational skills and keen attention to detail
- Solid working knowledge of office equipment, computers and related technology
- Excellent customer service attitude
- Sense of humor
- Strong verbal and written communication skills
- Ability to establish and maintain positive and constructive working relationships with the public, co-workers, volunteers, and other municipal departments
- Ability to work independently and take initiative to successfully complete tasks
- Ability to handle confidential information and navigate sensitive situations
- Seeks opportunities for additional training and professional development
- Commitment to public service within a diverse population
- Required to stand, walk, bend, kneel, reach, balance and sit

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed above. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

This job description is not intended to be all inclusive. Employee may perform additional duties to meet the ongoing needs of the Library.

Qualifications:

The skills and knowledge required for this position would generally be acquired with a Certificate or Associate's Degree in Business Administration. A combination of other education and applicable experience may be considered.