



Employment Opportunity Part-Time Administrative Assistant

Wallingford Public Library is looking to hire a friendly, organized, and resourceful part-time Administrative Assistant. If you're looking for a great place to work, with co-workers who have positive attitudes, and are cooperative, supportive, fun, respectful, and committed to excellence, then look no further!

To apply for this position, send a cover letter, resume, and contact information for three professional references to humanresources@wallingfordlibrary.org on or before March 27, 2023.

Job Summary:

Responsible for providing a range of administrative office support functions. Works with the Business Manager, Director, and Assistant Director on a variety of administrative tasks. Reports to the Business Manager.

Essential Job Functions:

- Manages the timely acknowledgement of monetary gifts and assures that all types of donations (cash, pledges, matching gifts, bequests) are properly documented.
- Ensures data integrity through accurate data entry and on-going data updating.
- Assists with the production and mailing of membership/fundraising appeals and stewardship materials.
- Compiles monthly, quarterly, and annual reports.
- Routes incoming mail and processes outgoing mail.
- Maintains filing systems.
- Empties and counts coins from coin-op machines.
- Runs errands, including to the bank, town hall, and post office.
- Monitors toner supplies and orders when necessary.
- Assists Library Director with preparation for Board meetings and annual meeting.
- Assists Assistant Director with the administration of the museum pass program.

Required Knowledge, Skills, and Abilities

- Associate's degree
- At least two years of experience working in an office environment
- Excellent communications skills and judgement with the ability to maintain privacy and confidentiality
- Highly organized and detail-oriented
- Familiarity with office equipment (computer, phone system, copier, scanner, fax, etc.)
- Solid working knowledge of Microsoft Word and Excel, and the ability to learn new software as required
- Ability to work independently and juggle multiple priorities
- Ability to understand and follow written and/or verbal instructions and procedures
- Experience with donor databases a plus
- Valid driver's license and car insurance
- A commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Move throughout the library to participate in meetings and operate office equipment.
- Remain in a stationary position 50% of the time.
- Move equipment and book carts weighing up to 50 pounds around the library building.
- Communicate with staff and the public and exchange accurate information.
- Have the visual acuity required to read and view from a computer terminal.
- Operate a computer and other office productivity machinery, such as scanner/fax machines, printers, and copy machines.

Hours:

- 27.5 hours per week, Monday thru Friday

Benefits & Compensation:

- \$25.83 per hour
- Paid time off

Disclaimer: *Nothing in this job description restricts the Wallingford Public Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the Wallingford Public Library's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

Wallingford Public Library's policy is to provide, in accordance with applicable law, equal employment opportunities to all employees and applicants without regard to race (including ethnic traits historically associated with race such as hair texture and protective hairstyles), color, religious creed, age, sex, pregnancy, marital status, national origin, ancestry, past or current mental or physical disability, genetic information, military or veteran status, sexual orientation, gender identity or expression, civil union status, status as a victim of domestic violence, or any other legally protected status.

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