

Montgomery County-Norristown Public Library Position Description

Title: Office Assistant	Classification: Administrative Assistant
Primary Work Location:	Department: Administration
Supervisor: Executive Director	Number of Employees Directly Supervised: 0
Status: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	Fair Labor Standards Act Status: Non-Exempt
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	Hours: 28 hours per week (Day shift)

Statement of Responsibilities

The Office Assistant is responsible for performing general clerical duties, assisting with in-coming telephone calls, filing and organizing documents, ordering and distributing supplies, managing administration office supply inventory, processing invoices related to supply orders, counting and recording departmental cash received on a weekly basis, and maintaining updated records of volunteer files, clearances, and hours. This position also aids the Administrative Assistant to ensure the smooth operation of the administration office and provides administrative assistance to the Director of Development.

General Responsibilities and Examples of Work

- Ordering and distributing supplies for departments and branches.
- Manage and maintain supply inventory.
- Assists with in-coming telephone calls.
- Process invoices related to supply orders.
- Counts and record departmental cash received on a weekly basis.
- Manage and maintain updated records of volunteer files, including clearances and hours.
- Work closely with the Administrative Assistant to ensure the smooth operation of the administrative office.
- Provides administrative assistance to the Director of Development.
- Data entry in the annual fund drive database and other data entry projects as required.
- Provide general clerical support to the Administration Office personnel.
- Provide feedback and pro-active communication to Executive Director and co-workers to ensure effective and efficient library operations.
- Develops and/or maintains filing and document control system for a variety of documents.
- Receives and maintains Branch, Department, and Security schedules on a weekly basis.
- Schedules public meeting rooms.
- Carries out job functions without posing a health or safety threat to self or others.
- Performs related work as required.
- Maintain confidentiality in all matters involving personnel, library finances, budget, vendors, legal matters, funding, and related issues.

Qualifications for Employment

- Must have at least one year of post-secondary education or possess at least 5-7 years of previous work experience.
- Proficiency in Microsoft Office Applications.
- Demonstrate attention to detail and accuracy.
- Possess strong interpersonal and organizational skills.
- Excellent verbal and written communication skills.
- Possess the flexibility to adapt to changing priorities and work independently with minimal supervision.
- Knowledge of basic principles of office management and standard record maintenance.

Physical Demands or Requirements (* indicates essential requirement)

Strength/movement requirements

*Able to lift or move 30 pounds

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*Able to adjust to floor and/or overhead level

*Able to remain in a stationary position and/or traverse for 2 hours at a time

Manual/physical dexterity requirements

*Able to manipulate keyboard of computer, typewriter or other office equipment

*Able to manipulate mouse, pointing device or other input device

*Able to manipulate data cables, cords, connections, or similar power and data devices

*Able to manipulate pages of books, insert and remove disks, manipulate library materials

Communication requirements

*Able to use telecommunication devices to communicate with staff and public

*Able to observe, understand and create written material

Additional Eligibility Requirement

- Employment is contingent upon the submission of the following: PA State Police Criminal History, PA Child Abuse History Clearance, FBI Criminal Background Check, and PA State Mandated Reporter Training within 30 days from the date of hire and resubmission 60 months thereafter.
- Complete 6 hours of continuing education (CE) as required by ACT 37 of 1999.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. All employees must be able to perform the essential functions of this position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent of undue hardship.

Print Name: _____

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Revised: April 12, 2024