



Geauga County
Public Library

40 Hour Full-Time Position

Application Deadline: Position will be advertised until 10/6/23

Position title: Administrative Assistant
Starting Rate: \$19.00 – Grade 23
Hours/ FLSA: 40 hours-full-time, Non-Exempt, Monday-Friday, 8-hour shift
Location: Administrative Center
Reports To: Director
Staff Supervised: None

Position Summary: Provides administrative support to administrative staff including handling of highly confidential materials. Maintains inventory and purchase orders for administrative staff and purchases office supplies for the system.

Essential Job Functions: This list is illustrative, but not exhaustive for this position.

- Coordinates and compiles monthly board packets and distributes to appropriate staff and GCPL Board of Trustees in preparation of Board meeting.
- Works with various vendors for office supplies, equipment and printing companies. Selects, orders, stocks, and distributes supplies, and equipment for the library system as well as laminating materials for system wide usage. Fills requests for supplies, forms, and other needed materials.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders; verifying receipt of supplies.
- Maintains administrative files, personnel files, and archived files according to recordkeeping guidelines.
- Works with outside entities to book and set up meetings in Administrative Center meeting rooms. Coordinates meeting arrangements and hospitality for GCPL committees. Maintains schedule of the Administrative Center meeting, training, and conference rooms.
- Coordinates volunteer efforts at the Administrative Center.
- Distributes confidential documents for administration. Maintains standard reports and files as needed by administrative staff.
- Other duties as assigned.

Minimum Knowledge, Skills, Abilities and Other Characteristics:

- Proficiency in MS Office.
- Working knowledge of office equipment.
- Ability to put informational reports together
- Excellent interpersonal and customer service skills.
- Supply management and inventory control
- Excellent written and verbal communication skills
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Strong organizational skills with the ability to multi-task.
- Successful completion of a background check.

Minimum Education, Experience, and Licensing Requirements:

- High School Diploma or equivalent
- 5 years of proven experience as an Administrative Assistant or Secretary is preferred

Physical Requirements:

- A Prolonged periods sitting at a desk and working on a computer.
- Must be able to bend, reach, and lift up to 20 pounds or more on occasion.
- Ability to navigate various departments and locations of the library.

If interested provide: Resume, work references and Geauga County Public Library application.

Application available online at: geaugalibrary.net

Geauga County Public Library – Administrative Center

12701 Ravenwood Drive, Chardon, OH 44024 Posting date: 9/22/2023