TOWNSHIP OF LOWER MERION

JOB POSTING

TITLE: Part-Time Administrative Secretary 1
          Ludington Library
          Approximately 20 hours per week

RANGE & RATE: Schedule PT29: $28.047/hour

SUMMARY:

This is responsible part-time administrative work for the Ludington Library. Work involves responsibility for providing administrative support to the Head Librarian. Duties include word processing of correspondence, preparation of reports and publications, bookkeeping and reporting of financials, greeting and directing visitors, answering phones, scheduling meetings and appointments and maintaining files and records. The part-time Administrative Secretary 1 also provides Library System backup duties to the Administrative Secretary 3 in the Director’s Office as needed. The work requires that the employee have good knowledge, skill and ability in general office and administrative procedures.

SUPERVISION RECEIVED:

Works under the direct supervision of the Head Librarian.

ESSENTIAL FUNCTIONS:

Handles correspondence, inputs information on forms, confidential documents, reports and statistics from copy, rough draft or own compiled information.

Maintains files and filing systems. Files documents. Receives, sorts and distributes mail.

Answers telephone and directs callers, takes messages or answers standard procedural questions. Screens, greets, directs and announces visitors.

Performs a wide range of posting, tabulation and calculating. Maintains routine records and accounts, including financial data entry.

Reconciles cash drawers with receipts. Prepares and executes deposits.

Processes forms and documents according to established procedures. Checks for completeness and conformance to requirements.
Composes routine correspondence from notes or verbal instructions.

Keeps track of library supply needs and orders items as needed.

May design and produce forms, newsletters and flyers required by departmental operations.

Performs basic bookkeeping tasks, including posting to ledgers, preparation of monthly financial reports and reconciliation of accounts.

Assists with basic circulation desk duties such as fulfilling library holds and checking in materials as needed when other scheduled tasks are completed.

Performs related work as required.

**QUALIFICATIONS:**

A high school diploma or the equivalent, plus two years of progressively responsible administrative experience including public contact, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. An Associate Degree in business administration or a Library related field is preferred.

Considerable knowledge of general office procedures and the operation of standard office equipment. Ability to multitask and meet deadlines. Thorough knowledge of business English for verbal and written communication.

Considerable knowledge of Microsoft Office software programs. Familiarity with Square point-of-sale system a plus.

Considerable knowledge of, familiarity with, or ability to learn basic desktop publishing software, e.g., Microsoft Publisher, Adobe products, Canva.

Considerable knowledge of or ability to learn financial software such as QuickBooks.

Considerable ability in oral and written communications.

Considerable ability to follow oral and written instructions.

Considerable ability to perform administrative procedures. Good problem-solving ability.

Considerable ability to perform accurately under deadline pressure.

Considerable ability to learn the operations of the assigned department unit.

Considerable ability to establish and maintain effective working relationships with supervisors, co-workers and the general public.
Ability to successfully pass and maintain the following background checks: (1) Pennsylvania State Police Criminal Background Check, (2) Pennsylvania Child Abuse History Certification, and (3) FBI Criminal Background Check through the PA Department of Human Services.

**PHYSICAL REQUIREMENTS:**

Ability to sit for a minimum of 4 up to 8 hours and stand and/or walk for a minimum of 2 to 4 hours a day.

Ability to bend, stoop, squat, reach above shoulder level, kneel, lift, push and pull up to 40% of the day for filing and other office procedures.

Ability to lift and carry 24 pounds up to 10% of the day and lift and carry 10 pounds 50% of the day for filing, moving of library materials and other office procedures.

Ability to view a computer monitor up to 80% of the day.

Ability to repetitively grasp, lift and carry materials and objects.

Ability to repetitively perform fine motor manipulations including typing and writing.

**SELECTION:** Based on merit, work experience, training, education, testing, employee record and interview.

**HOW TO APPLY:**

*Current employees:* Submit application in writing on a Job Vacancy Bid form (with resume) available from the Human Resources Department or your supervisor. Internal applicants, please contact Human Resources to determine what the potential compensation and/or fringe benefit impact would be for you.

*External Applicants:* Employment applications can be downloaded from [www.lowermerion.org](http://www.lowermerion.org) – Job Opportunities page.

Email application and resume to humanresources@lowermerion.org