



Employment Opportunity

Administrative Assistant- Main Reception

16 hours per week

Central Services, St. Peters, MO

We are seeking an administrative assistant to work in our main reception area of our Central Services Office. This position is the first point of contact for visitors to the Central Services Office. This position will respond to information requests, incoming correspondence and will screen and direct telephone calls. The administrative assistant will perform a variety of clerical tasks, as well as provide support to other departments. This position will reserve meeting rooms and schedule appointments as directed, in addition to performing special projects. The administrative assistant will maintain adequate supply inventory for Central Services staff use, as well as manage the appearance of the Central Services Lobby and Boardroom. As the administrative assistant, you will primarily work independently, only receiving a minimal amount of detailed supervision.

Requirements:

- Excellent communication skills, exhibiting a high level of customer service and professionalism
- Intermediate level of computer skills, including Microsoft office and Google Workspace, specifically Microsoft Excel and Google Sheets
- Strong organizational, planning and prioritization skills with the ability to multi-task
- Strong attention to detail and ability to handle confidential information
- Knowledge of a public library's function and purpose preferred
- 2 years of clerical, library or customer service experience required
- High School Diploma or GED required
- Completion of an administrative assistant certification or 2-4 years of college preferred

Schedule: Tuesday 8:30am-5:00pm and Friday 8:30am-5:00pm

Part time employees enjoy a partial benefit package that includes paid time off and a deferred compensation plan with employer match. Pay rate is \$19.73 per hour.

Our library branches serve the residents of St. Charles County by providing a robust collection of materials, many classes and events, and superior customer experiences! Every day we get to live our mission: to inspire, to inform, and to enhance connections across St. Charles County. The future looks bright - join us!

For priority consideration, submit a cover letter and resume along with completed [SCCCL Application](#) by **Monday, November 18, 2024**. Application materials can be emailed to jobs@stchlibrary.org, or mailed to SCCCL, Human Resources Department, P.O. Box 529, St. Peters, MO 63376. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

11/8/24-11/18/24

Please see the following job description for more information.

Description Number: D5

Position Title: Administrative Assistant- Central Services Receptionist

Salary Grade: D

FLSA Classification: Nonexempt

Reports To: Executive Administrative Assistant/CS Office Manager

Revision Date: 10/15/2024

Position Summary

Performs a variety of clerical duties and administrative tasks in the Library's Central Services office under the supervision of the Executive Administrative Assistant/CS Office Manager. Responsible for day-to-day operations of the Central Services Lobby. Provides administrative support for Central Services staff. Provides support for visitors to Central Services. Works independently receiving a minimal amount of detailed supervision and referring complex matters to the Executive Administrative Assistant/CS Office Manager.

Essential Functions

1. Primary contact for Central Services Lobby and Reception Desk.
2. Answers telephone at reception desk and provides call back up for Executive Administrative Assistant/CS Office Manager.
3. General receptionist duties include greeting visitors, distributing mail, receiving UPS and other deliveries, and submitting supply requisitions.
4. Maintains vendor calendar for the Facilities Department.
5. Monitors and restocks supply inventories for Central Services Staff use.
6. Completes special projects.

Duties

1. Maintains the Central Services Lobby and Boardroom.
2. Greets and directs visitors (including vendors for service calls) and staff who visit the Library's Central Services Building.
3. Coordinates vendor schedules with branch staff.
4. Submits facilities work orders using work order software.
5. Coordinates meeting room reservations using room reserve software and schedule appointments as requested.
6. Gather data and prepare scheduled and ad-hoc reports.
7. Maintain Library stakeholder database.
8. Enter customer comments into the database.
9. Organize and review billing statements for the Information Technology and Facilities Departments and prepare purchase orders for payment.
10. Assist the Information Technology and Facilities Departments with filing.
11. Performs and collaborates with the Executive Administrative Assistant/CS Office Manager on special projects.
12. Assists Executive Administrative Assistant/CS Office Manager at Board of Trustees meetings as needed.

Skills

1. Excellent communication skills exhibiting a high level of customer service and professionalism.
2. Intermediate computer skill level, including but not limited to Google Workspace and Microsoft 365.
3. Ability to learn Room Reserve and Work Order software.
4. General office skills to include by not limited to computer usage, fax, scan, copiers and phones.
5. Excellent time management skills and the ability to prioritize work.
6. Strong organizational and planning skills with the ability to multitask.

7. Ability to organize and file.
8. Strong attention to detail and ability to handle confidential information.
9. Exercise initiative to achieve established goals and directives.
10. Ability to work collaboratively with managers, vendors, community members and staff.

Essential Physical Abilities - Accomplished with or without reasonable accommodation.

1. Ability to complete tasks while sitting at a desk for extended periods of time.
2. Sufficient clarity of speech and hearing to communicate well with staff and customers.
3. Sufficient vision to review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
4. Sufficient personal mobility to attend meetings at various locations within the Library.

Education and Experience

1. High School diploma or GED required.
2. Two years' clerical, library or customer service work experience required.
3. Completion of administrative assistant certification or 2-4 years of college preferred.
4. Knowledge of a public library's function and purpose is preferred.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.