



Durham Public Library

Administrative Assistant, Part-time, Durham Public Library

Position Description: Friendly, patient, multi-tasker needed to join a dedicated staff at the Durham Public Library. Under the direct supervision of the library director, the administrative assistant acts as a general secretary for the director and has wide-ranging supporting responsibilities in library affairs. The administrative assistant assists all levels of staff and handles confidential material.

Hours: 12 hours per week

Responsibilities:

- Maintains general administrative files.
- Participates in the development and posting of library promotional materials.
- Runs daily errands.
- Prepares biweekly payroll materials.
- Keeps office supplies in stock.
- Schedules periodic facility inspections.
- Serves as clerical liaison to the Board of Trustees, as needed.
- Performs circulation duties, as needed.
- Performs other similar or related duties as required by the Director.

Minimum Qualifications: Bachelor's degree a plus. Excellent organizational skills; demonstrable skills in Microsoft Word, Excel, and Outlook; familiarity with web tools and social media applications; familiarity with standard office equipment; ability to work independently; good sense of humor.

Salary: Competitive hourly rate commensurate with experience.

Position open until filled. Send resumes to rbebris@ci.durham.nh.us Attn: Rose Bebris

Other: Background check required

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Tasks require the ability to exert light physical effort in carrying and shelving books, and in performing other typical library functions. The employee must regularly lift and/or move material weighing up to 35 lbs. May be required to push or pull book trucks weighing up to 150 pounds. Vision and hearing at, or correctable to, normal ranges is necessary. Depth, color, peripheral, and distance vision routinely required. Standing, sitting, kneeling, squatting, and reaching routinely required.