

Albany Public Library
Administrative Assistant- Full Time
Washington Avenue Branch
9-29-2022

The Albany Public Library (APL) is looking for an Administrative Assistant to join our dynamic, forward-thinking team. The successful candidate reports to the Executive Director, and daily duties will also include supporting the business of the Board of Trustees and the Human Resources office.

This position will be 100% on-site at APL's Washington Avenue Branch located at 161 Washington Avenue Albany, NY 12210. This position entails some scheduled evening commitments, for which the position's hours may be flexed at the discretion of the Executive Director.

General Statement of Duties:

Under general supervision by the department head or higher-level manager, the incumbent makes independent decisions on problems encountered within a delegated scope of activity. The incumbent assists in the development, planning and coordination of departmental activities. Supervision of others is not typical of this position.

Classification: Administrative Assistant

Job Description:

Provides support to management with office methods, procedures and other nontechnical fields for planning and administering programs; collects necessary information and assists in the preparation of the departmental budget estimates; prepares vouchers for payment; collects agenda items and prepares and distributes agenda for board and committee meetings; requisitions materials and supplies; maintains accounts, receipts and records; prepares and maintains report records through research and review; maintains office calendar and room reservation system; reads incoming mail and answers general correspondence as directed; may attend meetings and record minutes; may attend staff conferences concerning administrative procedures within the department; may develop, maintain and update computerized records containing information required for office programs; performs related work as required.

Required Skills and Abilities:

The ideal candidate for this position will bring a good knowledge of the principles and practices of office management; good knowledge of personal computers and office equipment, such as spreadsheets, word processing, calendar, e-mail and database software; working knowledge of board and committee operations and meeting procedures; working knowledge of research methods and principles of account keeping; ability to make clear and accurate analyses of facts, figures and processes; ability to relate effectively and professionally with co-workers, superiors and the public; ability to present data, reports and comments clearly and concisely; tact and courtesy; good judgment, thoroughness and dependability.

Minimum Qualifications:

A. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and one (1) year of satisfactory, full time paid work experience (or its part-time equivalency) in an office environment; **OR**

B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and three (3) years of satisfactory, full time paid work experience (or its part-time equivalency) in an office environment; **OR**

C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of satisfactory, full time paid work experience (or its part-time equivalency) in an office environment; **OR**

D. Any equivalent combination of training and experience as defined by the limits of (A) through (C) above.

Supervisor: Executive Director

Salary: \$40,000-45,000 (dependent on experience)

Deadline: Until filled

Apply to: Send cover letter, resume and 3 professional references including email addresses to:
Kristen Connors
Human Resources Director
161 Washington Avenue
Albany, NY 12210
connorsk@albanypubliclibrary.org

Albany Public Library is an AA/EO institution and is strongly and actively committed to increasing diversity within its organization.