



## Part-time Administrative Assistant BP-4 non-union

### Job Summary

The Administrative Assistant is responsible for providing administrative support for the CEO and the Library Board; for preparing meeting agendas, reports and minutes; and for other duties such as processing accounts, assisting with budget preparation and related functions. This position reports directly to the CEO.

### Essential Job Functions

- Maintains the Library's accounts with vendors and prepares all outgoing payments as well as tracks payments and bank accounts using Excel and other needed software.
- Processes Library correspondence.
- Assists CEO with the preparation of staff and Board meetings, reports and minutes. Attends Library Board meetings and takes minutes.
- Orders Library and office supplies and equipment (not including Library materials such as books, DVDs, etc.).
- Provides administrative services such as filing, preparation of manuals and procedures, and coordination of staff training. Prepares CEO and Library Board correspondence and reports, schedules appointments, etc. as directed.
- Maintains Library records, files and calendars.
- Assists CEO with Human Resources documents, etc.
- Performs other duties and responsibilities as required.

### Qualifications

- Post-secondary education preferred
- Minimum 3 years of administrative experience
- Excellent written and spoken knowledge of both official languages.
- Excellent interpersonal and verbal communication skills.
- Accounting and record management skills
- Ability to manage multiple priorities and projects simultaneously.
- Must demonstrate flexibility with changing tasks and assignments.

Approximately 20 hours per week

Salary range \$21.61-23.14

**Please submit your letter of application and résumé by January 21, 2022 to:**

CEO, Clarence-Rockland Public Library  
2-1525 Du Parc Avenue  
Rockland, ON K4K 1C3  
[ceo@bpcrpl.ca](mailto:ceo@bpcrpl.ca)

*We thank all applicants for their interest. However, only those being considered for an interview will be contacted.*

*The Clarence-Rockland Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodations will be provided throughout the recruitment, hiring and employment process in accordance with the AODA and the Ontario Human Rights Code.*