

CITY OF MONMOUTH
AN EQUAL OPPORTUNITY EMPLOYER



Job Opening
Library Administrative Assistant, part-time
Monmouth Public Library - 26 hrs/week - \$18.26/hour

The City of Monmouth is seeking a detail-oriented Library Administrative Assistant who is proficient in accounting and bookkeeping, is skilled using computers and is organized. Applicants should have a passion for providing exceptional customer service, work well in a team environment, and have excellent interpersonal and communication skills.

General Duties: Process, track and monitor invoices for payment; monitor and reconcile fund account balances; maintain financial records; prepare financial reports; assist with annual budget process; reconcile cash drawer and petty cash; negotiate purchases, vendor and maintenance contracts; schedule and track facility repair and maintenance; receive new and replacement materials for all library collections; order equipment; inventory, monitor and order library supplies; prepare and run various automated reports; prepare and maintain policy and emergency manuals; manage files and records; provide collection development services for specific subject areas; schedule and monitor the Meeting Room following policies and procedures; staff the circulation and/or reference desk; perform other duties as assigned.

Schedule: Tuesday – Friday 8:00 am – 3:30 pm, with occasional evening or Saturday hours.

Knowledge, Skills and Abilities: Graduation from high school or equivalent. Accounting and/or bookkeeping, office coordination, ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public. The ability to provide quality customer service in a friendly manner. Proficiency operating office equipment, Microsoft Office products, and computers. Must be physically able to perform tasks including, but not limited to, lifting, carrying, bending, reaching, kneeling, crouching, sitting, and standing.

Preferred Qualifications: Bilingual (spoken and written Spanish), some knowledge of library classification systems, procedures, and services and/or experience working in a library.

Applications are available at the library or online on the City's website, <http://www.ci.monmouth.or.us/> (under the City Services tab). *Position is open until filled.*

*To apply, submit a **completed City Employment Application, a cover letter and a resume** either in person, by mail or by email:*

In person: 168 Ecols St. S., Monmouth, OR 97361

By mail: PO Box 10, Monmouth, OR 97361

By email: kobrist@ci.monmouth.or.us **Subject Line:** Library Administrative Assistant