



Alpena County George N. Fletcher Public Library
Job Description
Administrative and Programming Assistant

General Summary:

The Administrative and Programming Assistant is a part-time position under the supervision of the Assistant Director and Business Manager. The Administrative and Programming Assistant provides valuable support to library administrative operations and activities.

Essential Functions:

- Data entry for the Library Business Manager and preparation of bills for payment and mailing
- Assists in the daily reconciliation of cash registers and financial deposits on occasion
- Compiles and distributes the materials packet for the monthly Board of Trustees meeting
- Provides clerical support to administrative and programming staff which may include correspondence, mailings, and general office tasks.
- Assists with social media marketing as needed
- Cover service desk shifts and meal breaks as needed, youth and main desk

Requirements:

- A high school diploma or equivalent is required
- Computer literacy, detail-oriented, good math skills, ability to operate a cash register and count out money required.
- Familiarity with Google Suites and current technology is preferred.
- Ability to file alphabetically and numerically.
- Excellent written and verbal communication skills
- Ability to shift priorities as needed
- Punctual, courteous, and professional demeanor
- Comfort in handling confidential financial and personal information