

ADMINISTRATIVE ASSISTANT, Full-time (G-IV) Hartford Public Library seeks creative and flexible individual to support library services. Responsibilities: Performs administrative and office support activities for Finance and Human Resources. Duties may include fielding telephone calls, receiving and directing visitors, word processing, counting cash, creating spreadsheets and presentations, filing, copying, scanning, and faxing. This position exercises good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Assistant works independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. This position ensures the highest level of service is provided by staff to all Hartford Public Library (HPL) customers.

Qualifications: Bachelors degree in related field; five years of previous administrative experience.

Job description and application are available online at www.hplct.org or Administrative Offices, Hartford Public Library, 500 Main Street, Hartford, CT 06103. EOE

Applications will be accepted until filled.

Scroll Down for full job description.

Date: December, 2014

Position: Administrative Assistant

Department: Administration Office

FLSA: Non-exempt

Reports To: Chief Administrative Officer

Supervises: No supervisory responsibility

SUMMARY OF RESPONSIBILITY:

Performs administrative and office support activities for Finance and Human Resources. Duties may include fielding telephone calls, receiving and directing visitors, word processing, counting cash, creating spreadsheets and presentations, filing, copying, scanning, and faxing. This position exercises good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Assistant works independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. This position ensures the highest level of service is provided by staff to all Hartford Public Library (HPL) customers.

Essential Functions:

- Works closely and effectively with the Chief Administrative Officer to keep him/her well informed of upcoming commitments and responsibilities, and follows-up appropriately.
- Perform specialized and routine clerical tasks in preparing correspondence, reserving meeting rooms, scheduling meetings, making appointments, copying, filing, and scanning.
- Prepare correspondence with department and outside organizations; prepare and distribute mail.

- Support operations in personnel records, receipts, payroll, accounts payable, supply ordering and distribution.
- Composes and prepares correspondence that is often confidential.
- Post advertisements and handle communications for open positions; process applications, schedule interviews, and process letters to applicants. Communicates directly with candidates for employment.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Chief Administrative Officer including those of a sensitive or confidential nature.
- Provides a bridge for smooth communication between the administrative office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Provides support with variety of special projects for Administration.
- Successfully completes critical aspects of deliverables with a hands-on approach.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Maintains discretion and confidentiality in employee matters.
- Positively reflects Hartford Public Library's mission, vision, and values to staff and the public.
- Ensures all equipment, materials and supplies are ordered to meet required inventories.
- Provides welcoming customer service to all customers.

Other Functions:

- Staff reception desk.
- Performs related duties as required.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

QUALIFICATIONS AND COMPETENCIES:

- Bachelor's degree in a related discipline is required.
- Ability to multi-task and prioritize work and meet deadlines.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion.
- Ability to achieve high performance goals and meet deadlines in a fast paced environment.
- Ability to provide welcoming and effective customer service.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, the public and others.
- Solid written and verbal communication, listening, organization and priority setting skills.
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Ability to work a varied schedule inclusive of evenings and weekends.
- Ability to create clear and concise reports, and to deliver them orally to a wide variety of audiences.
- Minimum of five years of experience, preferably in a non-profit organization is required.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat.
- Access to reliable transportation required.

Mental and physical requirements:

The Physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform continuous bending, twisting, stooping, reaching, pulling of a cart, and lifting of moderate to heavy weight material up to 20 lbs.
- Must be able to walk, sit and stand for extended periods during the shift.
- Must be able to travel to all facilities within the city, during all weather conditions.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, potentially stressful situations.