

**ADMINISTRATIVE ASSISTANT, Full-time (G-IV) Hartford Public Library** seeks creative and flexible individual to support library services. Responsibilities: the administrative assistant manages the data processing operations and record maintenance of the Raiser's Edge database and supports daily office operations for the Administrative and Development Departments., other duties as assigned. Qualifications: Associates degree. Previous administrative experience preferred with three to five years of Raisers Edge experience. Job description and application are available online at **[www.hplct.org](http://www.hplct.org)** or Administrative Offices, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **Applications accepted till November 9, 2013.**

Scroll Down for full job description.

## Hartford Public Library

### **ADMINISTRATIVE ASSISTANT (DEVELOPMENT AND ADMINISTRATION)**

Reporting to the Chief Administrative and Chief Development Officers, the administrative assistant manages the data processing operations and record maintenance of the Raiser's Edge database and supports daily office operations for the Administrative and Development Departments. The Administrative Assistant will be a proactive member of the library helping to achieve the library's annual goals.

### **DUTIES AND RESPONSIBILITIES:**

- Carries out data processing operations and record maintenance of the Library's constituent database, Raiser's Edge, in support of the Library's annual fund, fundraising events and broad development goals including corporate and foundation relations.
- Maintains Raiser's Edge database of donors and assists in processing accounts payable.
- Under the direction of the Chief Development Officer and the Development Manager, prepares Raiser's Edge queries and reports as requested.
- Maintains e-mail database of contributors and other supporters.
- Coordinates and schedules appointments as needed for Chief Development and Chief Administrative Officer.
- Supports development office operations including donor correspondence, gift entry, issues receipts and acknowledgments, event invitation and guest lists, telephoning donors and volunteers and assisting at donor events as required.
- Maintains sensitive and confidential information with integrity.
- Supports human resources and finance department operations including, filing, maintains contract filing and tracking system, schedules employment interviews, assists with cash bank.
- Enjoys learning and keeping up to date re: donor database management.
- Other duties as assigned by Chief Administrative Officer and Chief Development Officer.

### **POSITION QUALIFICATIONS:**

- Associates Degree
- Must have proven experience with Raiser's Edge, prefer two to five years.
- Must be customer service oriented, have great attention to detail and work to deadlines.

### **NECESSARY KNOWLEDGE, SKILLS and ABILITIES:**

- Knowledge of Raiser's Edge donor database software
- Ability to prepare informative and accurate development financial reports.
- Strong attention to details, including time management.
- Demonstrated accuracy in spelling, proofreading, and math.
- Mastery of Microsoft Office products, particularly Excel and Word.
- Experience working with customers
- Experience working with confidential information
- Requires excellent problem solving skills.
- Ability to establish and maintain effective working relationships with associates, donor, volunteers and other stakeholders.

- Valid Connecticut driver's license or ability to obtain upon employment.

**OTHER SKILLS, ABILITIES, AND KNOWLEDGE**

- Multi-task oriented
- Flexible in work habits
- Excellent organizational skills
- Energetic, motivated, and creative professional with strong service orientation
- Ability to work well as a team member as well as ability to work independently
- Ability to deal tactfully and courteously with all ages of people in a public service context and with professional colleagues
- Ability to attend meetings and conferences as required by the Library or as dictated by professional commitment
- Ability to read and comprehend documents, technical journals, library policies and procedures
- Ability to design, develop, and proofread written and visual materials and reports.
- Ability to work a flexible schedule, with occasional participation in evening and weekend events.
- Language Skills
  - Ability to express ideas clearly and concisely, both orally and in writing.
  - Ability to effectively present information to other employees of the organization and the public
- Mathematical Skills
  - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Reasoning Ability
  - Ability to apply common sense understanding to carry out written and oral instructions.

**PHYSICAL DEMANDS**

- Ability to work a varied schedule, including occasional evenings and weekends, to attend meetings and events.
- May need to lift boxes, crates or pieces of equipment weighing up to 50 pounds