



## Library Staff Assistant

The Scarsdale Public Library seeks a versatile, tech-savvy Staff Assistant to help support the administrative operations of the Library. The successful candidate is a responsive, thorough and upbeat multi-tasker, who recognizes the importance of collaboration between the support services and public services of the Library.

The Staff Assistant must possess excellent organization, time-management, and communication skills. Comfort with new technology, attention to detail, discretion, and a high level of judgment are essential. Under direct supervision of the Support Services Administrator, this position assists with all Business Office tasks, including those related to purchasing, payroll, human resources, facilities, correspondence, and reports. This position may perform communications functions in a variety of media in support of the Library's mission.

The Scarsdale Public Library is a bustling and lively hub of a community that values education and supports its library. It is a leading public library in Westchester County, consistently at the top of annual statistical rankings for numbers of visitors, programs and circulation of its collections. It is a member of the Westchester Library System, a consortium of 38 member libraries. The Library is nearing the completion of a major physical transformation to create more welcoming, flexible spaces that will allow the staff to be more responsive to present and future community needs, and is currently operating from a temporary space, the Scarsdale Library Loft. The renovated building is scheduled to open in November 2020. Join us as we start an exciting new chapter!

### Responsibilities:

- Processes invoices and purchase orders using online system
- Maintains filing system for all vendor purchase orders and relevant vendor data and contracts
- Calculates, enters, and distributes payroll and employee reimbursements
- Provides clerical support to Library Director, Assistant Director, Support Services Administrator, and Library Board
- Calculates and keeps records of library revenue and deposits
- Manages petty cash
- Assists with entering and maintaining personnel data for new, current, and resigned employees
- Maintains confidentiality with sensitive information and correspondence
- Assists with communications functions such as preparing presentations, writing press releases, marketing, and online messaging

### Education/Qualifications:

- Graduation from high school or possession of high school equivalency diploma
- Six or more years of work experience which must have included the maintenance of financial records and the use of computer applications to produce correspondence, spreadsheets, forms, reports or other documents (satisfactory completion of 30 college credits may be substituted on a year for year basis for up to four years of work experience described above)

### Knowledge/Skills:

- Extensive knowledge of current and emerging office technology

- Knowledge of library functions, terminology and procedures
- Working knowledge of accounting and financial record-keeping skills
- Excellent written and verbal communications skills
- Attention to detail and problem-solving skills

**Abilities:**

- Able to communicate effectively with others, orally and in writing, including through email.
- Able to establish and maintain effective working relationships with co-workers, patrons, board members, government officials, community organizations and volunteer groups
- Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations
- Able to learn and stay current with emerging technology
- Able to exercise discretion

Note: This position is classified as “Staff Assistant - Library” by the Westchester County Department of Civil Service. This will be a provisional appointment, pending Civil Service approval.

**Compensation:** Salary range is \$59,000-\$66,000, with an attractive benefits package

To apply, please submit a cover letter and resume to Elizabeth Bermel, Director, at [ebermel@wlsmail.org](mailto:ebermel@wlsmail.org) by Thursday, August 20th.