

## **ADMINISTRATIVE ASSISTANT MEDINA LIBRARY - FULL TIME**

Requisition ID: 1137

### **REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:**

The Medina County District Library is seeking a personable, detail-oriented individual with excellent communication skills to join its Administrative Office, located in Medina Library. The Administrative Assistant is the Director's primary administrative support who also works closely with the Assistant Director and management team. The work is confidential in nature. The Assistant is responsible for facilitating communication among administrative units; managing schedules and correspondence; communicating on behalf of the Director; taking and transcribing minutes; completing special projects; maintaining files and reports; compiling statistics; acting as receptionist; and other duties as assigned. The Administrative Assistant is a liaison from administration to MCDL staff and the community we serve.

### **QUALIFICATIONS:**

Candidate must have a high school diploma or equivalent; minimum of 3 years relevant experience with progressive responsibility. Excellent office management, organizational, computer, and communication skills; spreadsheet and database software; knowledge of modern office equipment; ability to manage confidential and administrative details. Good working knowledge of Adobe DC Pro and Microsoft 365 (including SharePoint) is highly desired.

<b>WAGE:</b>	\$16.65 per hour or commensurate with experience
<b>BENEFITS:</b>	Sick leave, vacation, holidays, personal days, group health benefits; Public Employees Retirement System
<b>HOURS:</b>	Full time, 37.5 hours per week; flexible schedule required
<b>HOW TO APPLY:</b>	Via <a href="https://mcdl.info/employment">https://mcdl.info/employment</a>
<b>DEADLINE FOR APPLICATION:</b>	Open Until Filled; cover letter submission required

MEDINA COUNTY DISTRICT LIBRARY is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

3/6/2024