

## JOB DESCRIPTION

<b>Job Title</b>	Administrative Assistant		
<b>Reports To</b>	CEO		
<b>Hourly Rate</b>	\$32.33/hour (2026)	<b>Start Date</b>	February 2026
<b>Hours per Week</b>	28 hours/week, including evenings and weekends, plus 1 in 4 weekends as additional hours.	<b>Status</b>	Permanent Part-Time
To apply, please submit a cover letter and résumé to <a href="mailto:notlplcareers@gmail.com">notlplcareers@gmail.com</a> by **5:00 p.m. on Friday, January 23, 2025**			

### Job Summary

Under the direction of the Chief Executive Officer (CEO), the Administrative Assistant provides confidential, professional administrative support to ensure the smooth and efficient operation of library administration. The role includes calendar management, document preparation, internal coordination, board support, and external communications. This position also supports basic financial functions such as processing transactions, maintaining records, and assisting with reconciliations. Additionally, the Administrative Assistant provides exemplary front-line customer service via phone, email, and in-person.

### Job Requirements

- Post-secondary diploma in Office Administration, Library and Information Studies, or a related field.
- Minimum two years of experience in a similar position or related discipline.
- Experience in a public sector, library, or non-profit environment is considered an asset.
- Strong organizational, time management, and multitasking skills with attention to detail.
- Excellent written and verbal communication skills.
- High level of discretion, professionalism, and ability to handle confidential information.
- Demonstrated ability to work both independently and collaboratively in a fast-paced environment.

## **Job Duties**

### **Administrative**

- Provide direct administrative support to the CEO, including scheduling meetings, preparing materials, and managing correspondence.
- Prepare agendas, reports, and minutes for Library Board and committee meetings, track action items.
- Serve as a point of contact between the CEO, staff, board members, Town representatives, and community partners.
- Maintain filing systems, digital records, and administrative databases.
- Support library-wide initiatives and events as required.
- Responsible for a range of financial duties, including processing transactions, maintaining accurate records, preparing reports, managing vendor accounts and petty cash, and reconciling credit card statements
- Monitor office supplies and coordinate purchases as needed.
- Ensure adherence to all library policies, confidentiality standard, and relevant legislation.

### **Customer Service**

- Provide front-line information services in-person and virtually, including assisting with catalog searches, library technology, and digital collections.
- Engage proactively with customers to anticipate and meet their needs, offering creative solutions to enhance their library experience.
- Promote library membership and provide orientations on library services and resources.
- Maintain and promote library collections through displays and readers' advisory services.

### **General Duties**

- Contribute to a welcoming and well-organized community space by upholding cleanliness and organization standards.
- Ensure that Library Pages are adhering to their assigned duties and responsibilities, providing guidance and support as needed to maintain efficient operations.
- Assist with opening/closing procedures, fee collection, and supervising student pages when needed.
- Communicate customer feedback and trends for service development and improvement.
- Perform additional duties as assigned.



## **Competencies**

---

Attention to Detail: Ensures accuracy and completeness in all tasks.

Customer Focus: Demonstrates a strong commitment to internal and external client service.

Organization: Effectively manages time, resources, and priorities.

Problem Solving: Identifies issues and implements logical, practical solutions.

Professionalism: Maintains high ethical standards and professional conduct.

Teamwork: Collaborates effectively with colleagues to achieve shared goals.

Adaptability: Responds flexibly to changing circumstance and evolving priorities.

The above description outlines the key functions and responsibilities necessary for evaluating the role but does not encompass all job duties. The Library Board, CEO, and relevant supervisors are responsible for further interpretation of this job description. The Niagara-on-the-Lake Public Library reserves the right to modify, revoke, suspend, or change any part of this job description at any time.