



PPT Administrative Assistant – Administration Department

The Finkelstein Memorial Library, located at 24 Chestnut Street, Spring Valley, NY, is a busy public library serving a large and diverse population. We are seeking a Part-time Administrative Assistant in our Administration Department. This position will perform a variety of office duties in a confidential environment. Reports to the Assistant Director.

Typical Work Activities

- Assists with a variety of administrative functions (e.g., data entry, document preparation, supply coordination, researching and compiling information to resolve problems, etc.);
- Assists with the processing of payroll data and maintains related records;
- Maintains budget records and assists and provides input with the budget process and preparation;
- Operates standard office machines and utilizes various computer programs and applications for the completion of work assignments;
- Makes and receives telephone calls, takes messages and provides callers with general information;
- Uses a computerized accounting system to receive against purchase orders and pay invoices;
- Assists with special projects, including event planning, elections and the annual budget vote;
- Prepares packets for Board meetings;
- Other duties as assigned.

Knowledge & Skills

- Good knowledge of current business administrative practices and procedures; of coordinating and monitoring projects and programs, and of maintaining files and records.
- Ability to carry out complex oral and written instructions; to prepare written reports; to understand and interpret written material; to communicate professionally and effectively, both orally and writing, and to establish and maintain cooperative relationships with others.

Minimum qualifications

- A Bachelor's degree or higher and one (1) year of experience that involved administrative duties including planning, resource allocation, policy formulation, program evaluation, budgeting and coordinating activities among work units or between agencies, etc.
- Notes: 1. A Bachelor's degree or higher in Business, Public or Education Administration or comparable degree may be deemed fully qualifying. 2. Graduation from high school or possession of an equivalency diploma plus additional years of the required experience may be substituted for the college degree on a year-for-year basis.

SPECIAL REQUIREMENTS:

- Finance and office work experience preferred;
- Experience with MS Office Suite preferred;
- Knowledge of Civil Service system and payroll systems helpful.

Hourly wage compensation: \$22/hour. Fridays a must, with flexible weekday hours between 9 am- 5 pm, up to 17 hours per week. Paid time off available and participation in the NYS Retirement System. Position will remain open until filled. See Rockland County civil service job description for [Administrative Assistant](#).

To apply: please email your resume and cover letter to Assistant Director Beth Zambito at bzambito@rcls.org with the subject "Administrative Assistant application."