



St. Charles Public Library

One South Sixth Avenue
St. Charles IL 60174-2195
630-584-0076 ■ FAX 630-584-9262
www.stcharleslibrary.org

Administrative Assistant

The St. Charles Public Library District is seeking to fill the role of Administrative Assistant with a friendly, detail-oriented, and community-minded individual.

This is a Part Time, Non-Exempt Position - Schedule: 28 hours a week, in person, with evening and weekend availability

The Administrative Assistant supports the Library through assisting with projects, records management, answering phones, and other clerical duties. This individual works to ensure the administration department functions effectively through managing meeting rooms, serving as a notary public, attending meetings for and assisting the Friends of the Library and the Foundation, and being the volunteer coordinator.

The Administrative Assistant is a support role that requires an individual with flexibility to perform a variety of duties and the ability to maintain confidentiality.

QUALIFICATIONS:

- A general knowledge of municipal or government administration, including experience working with boards
- Strong technology skills including experience with Microsoft 365; the ability to learn new software
- Familiarity with standard office practices, systems, and procedures, including filing and the operation of office equipment (computers, copiers, mail machine, etc.)
- The ability to communicate effectively in English, both verbally and in writing

PHYSICAL REQUIREMENTS:

Mobility to work in an office setting, use standard office equipment and stamina to sit, stand and walk for extended periods; strength to lift and carry up to 50 pounds and push carts that weigh up to 100 pounds; agility to bend, reach and climb; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent/GED; AND four (4) years of administrative support experience, OR an equivalent combination of education, training and experience.

SALARY: \$20.00/hr minimum - \$26.00/hr midpoint - \$32.00/hr maximum; offers are generally made within the minimum to the midpoint range depending on qualifications, experience, and internal equity

TO APPLY: Submit a cover letter and resume to: hr-applicants@scpld.org,

Attention: Katie Amstadt, HR Manager

Applications are available on our website: <https://www.scpld.org/>

The St. Charles Public Library is an Equal Opportunity Employer