



Office Manager

Under general supervision of the Library Director, the Office Manager is responsible for the day-to-day administrative functions of the Library. The Office Manager is responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved and that clerical functions are properly assigned and monitored;

Duties:

- Oversees routine building maintenance, supplies, equipment, bills and errands;
- Drafts weekly staff correspondence;
- Organize and schedule staff meetings;
- Work with management to maintain office policies as necessary;
- Design and implement office procedures;
- Process library staff payroll reports;
- Monitor and maintain office supplies inventory;
- Maintain internal cleaning schedule;
- Maintain library website content;
- Works at the Circulation Desk as needed: checks library material in and out, shelves library material, performs related duties as required;
- General administrative duties (i.e. filing, processing mail, compiling board packets, etc.);
- Upholds established NTAL policies and procedures;
- Attends and participates in staff meeting discussions;
- Other duties as assigned.

Abilities:

- Ability to communicate effectively with others, orally and in writing, including through email;
- Ability to work effectively under constant deadlines;
- Experience with computer systems and software including Microsoft Office,
- Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations;
- Able to work weekend and evenings;
- Able to lift and carry bags of books or boxes weighing up to 40 pounds;
- Must possess physical mobility involving bending, lifting, reading, and hearing.

Qualification:

- Bachelor's degree highly desired or equivalent work experience
- At least 2 year office management experience;
- Experience with computer systems and software including Microsoft Office;
- Familiarity with public libraries is strongly preferred.