

Full-Time Administrative Assistant
Oradell Free Public Library (Oradell, NJ)

The Oradell Public Library is seeking a full-time Administrative Assistant starting June 2022

Administrative Assistant responsibilities include:

Administration

- Acts as secretary to the Director.
- Prepares and makes bank deposits.
- Processes incoming mail and outgoing mail.
- Orders and maintains office supplies.
- Processes payroll vouchers and maintains personnel records.

Delivery and Circulation

- Participates with team responsible for the processing of incoming and outgoing materials in the delivery system in conjunction with the circulation staff as needed.
- Coordinates the procedures for suspension of borrowing privileges according to established BCCLS and Borough policies. Maintains the official records of such delinquent borrowers and works in cooperation with the Director.

Public Relations

- Assists Director and Friends of the Library in preparing programs, including designing flyers for library programs, publicizing library events.
- Prepares new resident packets.
- Moderates the Oradell Public Library Cookbook Club.

Experience and Education Required:

- A minimum of two (2) years clerical work in an office environment.
- High school diploma or equivalent; college degree preferred.
- Working knowledge of the BCCLS system.

Hours and Salary:

- Full-time (35 hours per week), Monday through Friday with possible weekend hours as needed, requested by the Director.
- Annual salary as determined and accepted.

Please email in **one** document attachment a cover letter, a resume, and three references (including telephone numbers and email addresses) with "Administrative Assistant - <YOUR NAME>" as the Subject line to trause@oradell.bccls.org.