Part-time Library Staff Assistant

Summary: The Tuckahoe Public Library, a member of the Westchester Library System, is seeking an energetic, responsible and self-motivated individual for the position of Staff Assistant. Under the direction of the Library Director, the Staff Assistant will perform a wide range of office management duties.

Essential Job Functions:
- Sorting mail and ordering supplies, place service calls for maintenance of repair of various equipment
- Assist in the gathering of data and preparation of reports including Monthly Board of Trustees’ meeting packet, the Annual Report and the Annual Budget
- Prepare claims and maintain operating accounts
- Compose and prepare correspondence, reports, library calendar, press releases for programs

Knowledge, Skills, and Abilities:
- Microsoft Office Suite and other computer applications (spreadsheets, word processing, calendar, e-mail, database software)
- Ability to interact with library staff, patrons, Board members and local government officials
- Working knowledge of accounting and financial record keeping
- Good writing and organizational skills

Minimum Qualifications:
- High School graduation or equivalent diploma, and 6 years’ work experience which must include the maintenance of financial records and the use of computer applications
- Satisfactory completion of 30 college credits from an accredited Board of Regents approved school may be substituted on a year for year basis for up to 4 years of work experience

Hours will be up to 17 hours per week and will include some evenings. The salary is $18.25/hour.

Please email resume and cover letter to Swadesh Pachnanda, Library Director, spachnan@wlsmail.org

Please respond by May 15, 2019.