

TUCKAHOE PUBLIC LIBRARY

71 COLUMBUS AVENUE TUCKAHOE, NY 10707 | 914-961-2121

www.tuckahoelibrary.org

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:

- Sort mail and ordering supplies, place service calls for maintenance of repair of various equipment
- Assist with the gathering of data and preparation of reports, including the 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:

- Strong knowledge of 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 3 years of work experience, which must include the maintenance of financial records and the use of computer applications

Hours will be up to 21 hours per week and include some evenings. The salary is \$25/hour.

Please email resume and cover letter to Giovanna Fiorino-Iannace, Library Director, at director@tuckahoelibrary.org

Please respond by April 25, 2026.