Warner Library Job Opening

Title	Staff Assistant - Library
Hours	35 Hours per week
Immediate Supervisor	Jessica Pacciotti, Library Director

Percent of Duties	**Staff Assistant - Job Responsibilities**
30%	**Library Budget**
	Process operating expenditures using Village's system
	Prepare vouchers for Director and Library Board
	Prepare monthly Library income totals
	Prepare monthly and yearly budgets
	Record all financial transactions via Quickbooks
	Maintain old and new Library financial records
15%	**Personnel**
	Prepare biweekly payroll reports
	Prepare library staff absentee cards for library and village records
	Record staff schedule changes
	Prepare and submit HR paperwork for civil service, including new hire, salary increases, status-changes, promotion, resignation or other employee separation
	Maintain library personnel files
	Write and mail Westchester county canvass letters and maintain canvass lists
15%	**Director/Library Board Responsibilities**
	Prepare and email Director and Board reports, correspondences
	Provide necessary information from library records as needed
	Record Director's phone messages as needed
	Respond to general telephone questions
	Prepare and deposit Trustee savings/checking account
	Maintain Trustee savings/checking records in Quickbooks
	Prepare Trustee Fund checks
	Maintain library's fundraising database
10%	**Library Cash Handling**
	Record daily cash incoming for library and Village
	Prepare cash drawers
	Record donations
	Order and maintain library's periodicals and periodicals list

10% **Facilities**

Work with Director to schedule library repairs & maintenance
Assist Director in creating specs sheets for building projects
Show vendors the areas where work needs to be done
Assist the library staff with printer issues including trouble shooing, toner and drum replacements
Record building maintenance & repairs for library records

9% **Library Supplies and Furnishings**

Order and store office and building supplies as needed
Receive supplies, checking orders against invoices

6% **Meeting Room Reservations**

Relate the restrictions and procedures from the Library Meeting Room policy to interested parties
Work with the library's scheduling software to maintain room reservation schedule
Collect fees from room reservations
Confirm room schedule and furniture layouts needed with library cleaner

5% **Miscellaneous**

Prepare budget and personnel section of annual state report
Backup circulation and library staff at service desks if needed
Notarize documents for patrons

Applicants – This position is a civil service position. Applicants must have taken the Staff Assistant – Library test and be on the canvass list. In accordance with civil service rules the position will be filled by one of the top scorers from the civil service list.

Benefits – The position is a full time 35 hour a week position with a starting salary of $63,205.46 and a competitive benefits package.