

**CHELTENHAM TOWNSHIP LIBRARY SYSTEM
JOB DESCRIPTION**

DATE: June, 2009

POSITION TITLE: Office Assistant

FLSA STATUS: Non-Exempt

REPORTS TO: Business Manager

JOB SUMMARY:

Provides clerical and administrative support for the business office.

ESSENTIAL FUNCTIONS:

- Places orders for library materials and maintains order files.
- Receives, checks in and processes library materials.
- Receives, maintains and distributes supplies to branches.
- Answers telephones and greets visitors.
- Prepares and disseminates publicity for library events.
- Maintains print and on-line events calendar and channel 42 announcements.
- Records and distributes minutes for monthly Board of Directors Meeting and maintains meeting records.
- Sorts and distributes mail.

SUPERVISORY RESPONSIBILITY:

This position has no direct supervisory responsibilities.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

High School Diploma or GED and some related administrative experience.

- Ability to use word processing and other software packages accurately.
- Knowledge of various types of office equipment.
- Demonstrated ability to communicate effectively with the public and co-workers.
- Ability to organize tasks and respond to verbal directions.
- Ability to meet deadlines.
- Accuracy and attention to detail.

PHYSICAL DEMANDS:

While performing the duties of this job the employee is required to:

- Regularly use hands for fine motor skills, such as keyboarding or sorting.
- Regularly reach with hands and arms; climb or balance; bend and kneel; talk or hear.
- Frequently stands, walks, or sits.
- Regularly lift and/or move up to 25 pounds and occasionally up to 45 pounds.
- Possess good visual acuity (near and mid vision continuously, and field of vision occasionally) and be able to read a computer screen.

WORK ENVIRONMENT:

While performing the duties of this job the employee may be exposed to temperature fluctuations.

DISCLAIMER:

This job description indicates the general nature and level of work expected by the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required.