



AYER LIBRARY

ADMINISTRATIVE SUPPORT SPECIALIST

Are you organized and detail-oriented? Passionate about solving problems creatively? Eager to provide top-notch customer service to patrons? Following the appointment of a new Library Director in August 2022, the Ayer Library is in a period of transition as we explore how to deliver the best possible services to our community. If you are someone who demonstrates diligence, flexibility, and enthusiasm, we hope you will consider applying to join our team.

SUMMARY

The Administrative Support Specialist (ADS) is a professional position responsible for assisting the Library Director with administrative functions and special projects, and offering support coverage to the Adult Services and Youth Services Departments.

SUPERVISION

The ADS reports to the Library Director. The ADS may also receive direction on a project-by-project basis from the Head of Adult Services and the Head of Youth Services.

SUPERVISORY DUTIES

The ADS may supervise the work of Library Assistants, Library Clerks, and/or volunteers.

ESSENTIAL DUTIES & RESPONSIBILITIES

The ADS executes the following duties and responsibilities in collaboration with the Library Director:

- Coordinates and plans the staff schedule for all employees. Arranges coverage for known and unexpected absences. Assures compliance with Personnel Policy.
- Prepares and submits Library payroll. Keeps records of overtime and benefit time.
- Manages accounts payable. Submits invoices for payment. Verifies accurate invoicing and charging to appropriate accounts. Creates purchase orders.
- Maintains accounting. Prepares regular reports of Library Material Expenditures for purposes of budget control and compliance with state standards.
- Prepares forms for state aid application and state certification requirements.
- Manages state aid grants and all other grants and donations. Compiles reports for grant compliance. Coordinates grant disbursements.
- Manages supplies (ordering and inventories) for all Library departments, assuring adequate office, technical processing, and computer supplies.
- Oversees the collection and accurate reporting of all fees, donations, and other monies collected by the Library. Coordinates turnover to Friends of the Ayer Library.
- Assists with acting as a liaison and providing administrative support to the Library Board of Trustees, Friends of the Library, and other groups.
- Updates website.

- Collaborates on Constant Contact newsletters.
- Assists with the development and execution of special projects and initiatives.
- Provides support coverage for circulation desks.
- Other duties and responsibilities as needed or assigned.

KNOWLEDGE, ABILITY, & SKILLS

This position requires:

- The ability to work effectively with members of the public and library colleagues from a variety of backgrounds amid frequent interruptions in a changing workplace.
- Excellent communication skills.
- Creative problem-solving and the ability to learn and apply good judgment.
- Good humor, patience, perseverance, and the desire to contribute to a thriving public service-oriented team.
- A desire to learn new skills, refresh old ones, and to “pitch in” where there’s a need.
- Comfort troubleshooting problems with library technology.

PHYSICAL REQUIREMENTS

Minimal physical effort is required to perform most duties; some duties require moderate effort such as lifting and carrying up to 35 lbs. The employee is frequently required to stand, walk, sit, speak, hear, use hands to operate equipment, climb, stoop, reach with hands and arms and lift, move, and push equipment. Vision requirements include the ability to read routine documents and use a computer.

QUALIFICATIONS

Minimum Education/Experience:

- An associate’s or bachelor’s degree.
- 4-6 years of customer service experience.

Preferred Education/Experience:

- An MLIS from an ALA-accredited graduate school
- 3-5 years of customer service experience in a library setting.

HOURS

32 hours per week including evenings and weekends

COMPENSATION & BENEFITS

\$23.74—\$30.29 in 11 Steps. Paid vacation, personal days, and sick leave are provided in accordance with the Ayer Library’s Personnel Policy. Health and dental insurance, pension, and other benefits are available as detailed in the Town of Ayer’s Personnel Policy for non-union employees.

HOW TO APPLY

Email a cover letter and resume or CV to Luke Kirkland, Library Director, lkirkland@cwmar.org. The position is open until filled. Priority will be given to applications received on or before March 10, 2023.