



Canton Public Library Job Posting

E&D OPERATIONS ASSISTANT

POSITION SUMMARY

The Operations Assistant plays an important role in the effectiveness of the busy Engagement & Design Department. Under the management of the Department Head, the Operations Assistant oversees the scheduling and rental of community meeting spaces, assists with supply ordering and inventory management, processes purchase orders and reconciles department budget, supports the Engagement & Design department with program preparation and, when needed, helps at library programs. Acts as departmental contact point, answers phone and maintains staff schedule, in addition to other duties. The nature of the work may require occasional evening and weekend hours. This is a regular part-time position and is non-exempt from overtime under FLSA guidelines.

REQUIRED QUALIFICATIONS AND SKILLS

- **Associate's degree or equivalent** combination of education and experience.
- **One year of experience** in general office work.
- **Demonstrated experience** with common office equipment and computer applications, including the Microsoft Office Suite.
- **Organized and detail-oriented**, and able to wrangle people who are neither.

SCHEDULED HOURS AND COMPENSATION

- Twenty-eight (28) hours per week
- \$17.74–\$21.28 per hour
- Prorated vacation time, sick leave, and holidays

APPLICATION INFORMATION:

Only complete application packets (that include a current [CPL application form](#), resume and cover letter) received or postmarked by **6:00 PM on Sunday, February 12, 2023** will be considered. Incomplete application packets will not be reviewed.

Submit complete application packets to:

Marian Nicholson – Business Services
Canton Public Library
1200 S. Canton Center Road
Canton, MI 48188
jobs@cantonpl.org

PRIMARY DUTIES AND RESPONSIBILITIES

- Oversees public meeting and study room calendars.
 - Fields inquiries for public use of meeting rooms and vets room rental applications
 - Processes meeting room rental agreements, confirm reservations, process deposits, coordinate AV set up with IT
 - Works with community partners to schedule room use for sponsored community events
- Processes purchase orders, tracks expenses, reconciles departmental budget.

- Orders departmental and programming supplies; tracks shipments, organizes inventory.
- Maintains library lobby, community bulletin board postings and display case.
- Compiles, maintains, and runs reports of department statistics.
- Assists Department Head with schedules in Paylocity.
- Assists Program Librarians with preparation for library programs, and when needed, at library events.
- Maintains departmental signage.
- Assists Department Head with administrative tasks as assigned.
- Participates in the development of long and short-term plans for the department and the organization.
- Serves on workgroups/committees and participate in library initiatives as assigned.
- Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contribute content as appropriate.
- Enforces library policies using a polite and professional approach.
- Accepts special assignments or duties in support of the library's goals and objectives.

REQUIRED QUALIFICATIONS AND SKILLS

- Associate's degree or equivalent combination of education and experience.
- One year of experience in general office work.
- Demonstrated experience with common office equipment and computer applications, including the Microsoft Office Suite.
- Organized and detail-oriented, and able to wrangle people who are neither.
- Able to tell people no in a nice way.
- Ability to adapt to changes in the work environment; manage competing demands; ability to deal with frequent change, delays or unexpected events.
- Problem-solving abilities and good judgment.
- Experience with accounting software.
- Consistent display of public service attitude that reflects the library's values.
- Ability to complete special projects while maintaining routine duties.
- Knowledge of library operations and services, including an understanding of and adherence to fundamental principles of open access to library materials and the privacy rights of patrons.
- Ability to maintain confidentiality of private and/or sensitive information.
- Written and verbal communication skills at the level typically acquired with the completion of an associate's degree.

PREFERRED QUALIFICATIONS

- Five years of experience in general office work.
- One year of experience in a customer service environment.
- One year of experience with BS&A financial software.

ESSENTIAL FUNCTIONS

- Sufficient clarity of speech and hearing which permits the employee to communicate verbally and in writing.
- Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.
- Ability to work effectively in a fast-paced environment.

- Ability to sit, stand, and walk for long periods of time, and the ability to bend, reach, stoop, or crouch.
- Ability to lift and carry boxes up to 25 lbs. and push loaded carts.

Canton Public Library is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job description is not a contract between the library and the employee, nor an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. The library reserves the right to revise this job description at its discretion.