



TO: All Interested Individuals
FROM: Jennifer Ries-Taggart, Executive Director
RE: **Full Time Office Clerk IV Opening – Administrative Assistant - PROVISIONAL**
DATE: June 5, 2024

Brighton Memorial Library has an opening for a Full Time Office Clerk IV for administrative, revenue, and payroll support. This position reports directly to the Executive Director. Applications will be accepted until the position is filled.

Eligibility

The Full Time Office Clerk IV position is an entry level competitive clerical title. The qualifying candidate will be hired on a provisional basis and must test for the Office Clerk IV position and be reachable, per Monroe County Civil Service requirements. A high school diploma or high school equivalency is also required.

Major Duties

With supervision, performs the following duties in the library's administration offices:

- Coordinates two Annual Campaign mailings, inputs donor data into Access database and provides support, reports, and follow up related to the library's Annual Campaign
- Provides clerical support for the Executive Director including phone support, typing correspondence, creating simple financial reports, and other duties as assigned
- Attends monthly Library Board meetings and creates, prepares, and distributes monthly Library Board meeting minutes
- Provides ongoing maintenance of annual Library Board, Trustee orientation, and Library Board President's binders
- Receives, deposits, and posts daily library revenues as well as maintains existing revenue related Excel spreadsheets, with oversight by the Business Office Manager
- Processes part time payroll and paid leave requests, with oversight by the Business Office Manager
- Serves on committees as assigned, including the lead position for the annual volunteer and staff recognition awards dinner and annual staff training day
- Other duties as assigned by the Executive Director

Essential Skills and Abilities Required

- Proactive, timely consultation with the Executive Director, in person and via email
- Responsiveness to phone, email, and in person requests
- Confidentiality
- Ability to work neatly and accurately, with attention to detail
- Maintenance of strict timelines and deadlines
- Strong organizational and problem-solving skills
- Excellent math skills
- Ability to work independently and proactively
- Familiarity with Microsoft Office products including Excel, Word, and Access
- Ability to flex to unforeseen situations
- Ability to interact with staff, patrons, donors, Friends and Library Board members, as appropriate

Hours

36 hours per week, Monday through Friday, 8:30 AM – 4:45 PM

Salary Schedule

\$33,932 to \$44,107 in six steps based on performance and longevity

Benefits

Prorated paid holiday, vacation, personal, and sick leave; NYS Retirement; health, dental, and vision insurance; deferred compensation (optional), long- and short-term disability insurance (optional)

Environment

Progressive, friendly library serving a diverse, well-educated community

Instructions to Applicants

Submit a completed Brighton Memorial Library application, brief letter of interest, resume, and contact information from three professional references via email to jennifer.ries-taggart@libraryweb.org or send to Executive Director Jennifer Ries-Taggart, Brighton Memorial Library, 2300 Elmwood Avenue, Rochester NY 14618.

Statement of Non-Discrimination

The Library complies with all federal and state regulations dealing with employment practices and grants equal opportunities to all qualified persons without regard to age, culture, disability, ethnicity, gender expression or identity, race, religion, national citizenship or origin, family care status, marital status, pregnancy, military status, veteran status, prior criminal offense, domestic violence victim status, genetic status, limited English proficiency, or any other lawfully protected status.