

EMPLOYMENT OPPORTUNITY

Department: Business Office

Position: Office Administrator

Commitment: 30-35 hours per week; occasional evening and weekend shifts

Compensation: \$15.25 - \$19.25/hour based upon qualifications; 14% employer contribution to retirement (OPERS); vacation/personal/sick leave; health and life insurance

Available: March 15; open until filled.

Brown County Public Library seeks a highly organized problem-solver to support and ensure the organizational effectiveness and efficiency of its administrative operations.

Position duties:

- Provides reception, clerical, ordering, scheduling, and other administrative support for the Executive Director, Fiscal Officer, and business office staff
- Creates, maintains, and produces correspondence, monthly/annual reports, and marketing materials in paper and electronic formats
- Coordinates records retention and document management functions of the library
- Assists with all human resource functions: applicant and employee file management; onboarding processes; benefits coordination
- Researches, locates, compiles, and synthesizes accurate information for grants and other administrative purposes, using various technologies and databases
- Provides clerical and administrative support for branch managers and library work teams
- Exercises a high level of discretion and confidentiality in all duties
- Participates in special projects and initiatives as developed or assigned

Preferred Qualifications:

- Bachelor's degree
- Minimum of 3 years successful experience in related position
- Advanced proficiency using office productivity software (word processing, spreadsheets, databases (MS Office preferred), email, Internet searching, social media, artificial intelligence, and other applications and devices
- Excellent time management, attention to detail, independent judgment, and written and verbal communications skills
- Experience working in a public or non-profit agency

**Submit BCPL application form (available at browncountypubliclibrary.org),
résumé, and references to:**

Brown County Public Library
Office Administrator Search
P.O. Box 527
Mt. Orab, OH 45154

OR bcpl.bookly@gmail.com

Applications submitted by February 23 will receive preferred consideration*

Office

613 S. High Street

Mt. Orab, Ohio 45154

937- 444-0181 / 6502 fax

bcpl.bcplinfo@gmail.com