

CAREER OPPORTUNITIES
At the
McHenry Public Library District

Administrative Assistant
(Part-Time - 25 hours/week)

The McHenry Public Library District is seeking a team-minded and detail-oriented professional to join our Administrative Team. The ideal candidate for this position will provide our Executive Director support in library administrative functions. The responsibilities of the position include: cash handling and preparing bank deposits including transport to the local bank; coordinating, preparing, and recording various financial reports, board packets, records retention, and assisting the Executive Director with projects as directed that support our Library's mission. The required skills for this position are priority setting, organizational skills, typing, writing, communication, and collaboration. This position requires confidentiality and discretion in the performance of duties.

Mainly day shift hours Monday-Friday with evening and weekend hours for Board meetings and during events.

Qualifications include:

- Appropriate college coursework; 2 yr. business degree or equivalent or 2 yrs. previous similar support experience including data entry, clerical or administrative experience.
- Familiarity with standard office practices, and procedures, including filing and the operation of standard office equipment.
- Exceptional technology skills including QuickBooks, Microsoft Windows and Office applications, Google Suite applications, and adapting and learning customized software and changing technology with minimal instruction.
- Must have excellent verbal and written communication skills including the ability to proofread the work of self and others with a high degree of accuracy.
- Must have correct business English, spelling, grammar, and punctuation.

- Must be able to perform basic accounting and mathematical computations with a high degree of accuracy.
- Must have knowledge of principles and techniques of project and record management.
- Excellent organizational and multiple priority skills.

Salary and benefits:

- The salary range for this position is approx. \$16.50-19.57/hour.
- Includes IMRF (Pension Plan) and PTO benefits.

If interested, please submit a resume to jobs@mchenrylibrary.org for consideration.