**Massachusetts Library System **

Position Description: Full Time

Administrative Assistant (AA)

## Position

The Administrative Assistant (AA) is responsible for the day to day operations of MLS, as well as supporting the work of the Executive Director and Leadership Team by providing office support and communications to MLS staff, board, and members.

Works with MLS staff, members, and representatives of partnering organizations.

Supervision: Reports to the Business and Human Resource Director, while working closely with the MLS Leadership Team.

## Qualifications

**Required**

* Education: Associate’s Degree in Business or related fields
* Experience: minimum two year’s experience working in an office setting
* Expertise in Microsoft and Mac office platforms as well as web-based tools
* Strong customer service focus
* Strong prioritization skills to manage workflows during both busy and slow periods.
* Excellent written/verbal communication skills.

**Desirable**

* Bachelor’s Degree in Business
* Knowledge of event coordination.
* Not-for-Profit experience

Position Responsibilities

**Duties and responsibilities may include, but are not limited to:**

* Under the direction of the Executive Director, assist with the management of the executive board membership onboarding and monthly communications.
* Act as clerk in meetings with staff, working groups, and other discussions as needed.
* Responsible for inventory and purchasing of office supplies, meals and refreshments, and access cards for new staff.
* Assists the Event/Program Manager in managing the meeting room calendar, calendar of events, and affiliate calendar.
* Professionally communicates with members and visitors, in person, on the phone, and electronically.
* Responsible for room setup for meetings.
* General office work, including filing, copying, faxing, creating and proofreading documents
* Manages office equipment for loan.
* Other duties as assigned.

## Job Requirements

The position requires light to moderate physical effort demanded when performing functions under typical office and computer use conditions. Light to moderate physical effort and stamina required for occasional travel and transport of work related materials and equipment to meeting and training sites. The successful candidate must be able to lift up to 50 pounds with or without reasonable accommodation.

This position is based in the MLS-Marlborough office.

Must possess a valid Motor Vehicle Operator's License valid for use in Massachusetts and provide the means of transportation to fulfill job duties throughout Massachusetts and attend relevant meetings.

Candidates must be eligible for permanent employment in the United States, and appointments are subject to a criminal background check.

## Compensation

This position is nonexempt under the wage and overtime provisions of the federal Fair Labor Standards Act. This position is an office position , with a standard schedule of M-F, 9AM-5 PM

Position Grade 5

Salary Range: $ 34,472.31 - $ 44,812

MLS full-time staff members receive a benefits package that includes health insurance; dental insurance, life insurance and a defined contribution plan through TIAA-CREF. (MLS is a private, non-profit organization and does not participate in any public retirement plan.)

The Massachusetts Library System, Inc. is a state-funded not-for-profit corporation governed by its member libraries with offices in Marlborough & Northampton Massachusetts.

**MLS is an equal opportunity employer.**

MLS is an equal opportunity employer that does not discriminate against any employee or applicant for employment because of race, color, age, marital status, sex, physical or mental challenge, creed, religion, political affiliation, national or ethnic origin, or sexual orientation.  Members of underrepresented groups, and those committed to working in a diverse cultural environment are encouraged to apply.

Employee signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_