ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

(Part-time, 20 hours position with possibility of full-time)

POSITION SUMMARY

Provides office and administrative support for the Executive Director, the Board of Trustees, and Council activities, programs and services.

REPORTS TO: Executive Director

RESPONSIBILITIES

- Provides administrative support to the Executive Director and to the Board of Trustees including:
  - Updates the online Board manual;
  - Maintains meeting documents & archives;
    - Ensures that all Board documents are up-to-date, microfilmed, and digitally archived;
    - Post-meetings, uploads documents to relevant sections, e.g., approved policies, advisory committee minutes;
  - Maintains board-related webpages;
  - Manages Council documents.
- Supports the Educational Services Program through:
  - Tracking registrations, cancelations, payments, etc.;
  - Event support including nametags, packets, ordering refreshments, set up and clean up; tech support as needed.
- Provides support for other programs and services as necessary.
- Advocacy: Updates legislative materials; organizes advocacy day meetings and packets.
  - Makes or coordinates legislative visits.
- Oversees and maintains SCRLC websites.
  - Produces and uploads post-webinar recordings;
  - Obtains statistics for SCRLC website.
- Maintains several SCRLC's discussion and distribution lists.
- Manages logins and passwords for programs, services, and applications.
- Provides support for focus group activities and reports.
- Obtains supplies, e.g., paper, printer cartridges, pens, markers, etc.
- Monitors "contact us" emails; forwards as appropriate.

- Schedules car maintenance.
- Manages traveling exhibit schedule;
    - Delivers and retrieves exhibits as necessary.
- Provides information and technology support, which may include:
    - Installation and maintenance of office hardware and software;
    - Work with teleconferencing equipment like Owls and Zoom;
    - Liaison with ISP and website host;
    - Contacts computer specialist as necessary;
    - In conjunction with the fiscal services manager, maintains IT inventory (laptops, projector, computers, monitors, and peripherals).
- In collaboration with the executive director and program managers, produces SCRLC newsletter.
- Deposits checks into SCRLC's bank account through the portal.
- Sends out checks after the Treasurer's approval; notes the date sent on the treasurer's approval document.
- For grants and events, notifies program manager when a check goes in the mail so they can let their contact know.
- Sustainability: Supports SCRLC's commitment to environmental stewardship, social equity, economic resilience, and sustainable practices; incorporates sustainability principles into daily work, decision-making, and service to the membership.
- Manages SCRLC's temperature-humidity controlled offsite storage unit.
- Processes and posts webinar recordings to YouTube.
- Performs other duties as assigned, e.g., assisting with conference posters.

CORE COMPETENCIES

- Experience with Microsoft Suite including Word and Excel; desktop publishing; remote meeting software like Zoom; and web content management.
- Keeps software up-to-date; troubleshoots computer issues as necessary.
- Ability to work without direct supervision.
- Ability to organize work and meet deadlines.
- Excellent spelling and grammar.
- Excellent attention to detail.
- Fluent communication skills.
- Maintains confidentiality and is courteous to all.
- Ability to function in a team environment, both remotely and onsite.

EDUCATION AND EXPERIENCE

- Associate's degree required; bachelor's degree preferred. Relevant work experience may be considered in lieu of a degree.
- Three years office experience with MS Office, Google-suite, updating websites, and other computer applications.

TRAVEL

All staff need the ability to be onsite at the SCRLC office. Some of SCRLC's events are in different parts of our 14-county region, and this position supports them. Attendance at other events, programs, or conferences may be required. Transporting traveling exhibits in our region will be required. The offsite storage is close to the office but also requires use of a car. SCRLC maintains a Council car, which should be used whenever possible.

ACCESSIBILITY

Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

SCRLC occupies two distinct spaces within the Finger Lakes Library System building at 1300 Dryden Road in Ithaca. These spaces support both privacy and collaboration among SCRLC staff. Staff members may have a hybrid option that includes working remotely. Staff working remotely are expected to be available during regular business hours via messaging, chat, email, phone, and videoconferencing platforms such as Zoom. Those who telecommute sign an agreement outlining specific requirements. Telecommuting contributes to a reduced collective carbon footprint, which aligns with SCRLC's commitment to sustainability.

The Council's staff consists of fewer than seven individuals, including degreed librarians, support staff, and occasional interns or temporary employees engaged in project-based work. Staff members are flexible, respectful, inclusive, and collaborative colleagues who work effectively together, whether remotely or in person, to advance the Council's mission. The noise level in the workspace ranges from very quiet to moderate.

DIVERSITY STATEMENT

SCRLC is committed to diversity, equity, inclusion, justice, and accessibility in all aspects of our operation. The DEIJA Advisory Committee and all SCRLC leadership acknowledge that DEIJA work can at times be challenging and strongly encourages all members to continue learning and commit to helping one another and our colleagues in that process. We are committed to the creation and maintenance of a safe, inclusive, and respectful space for a diverse and multicultural community. Having representation and engagement from library workers from diverse and historically oppressed and marginalized groups can effectively position us to address the changing needs of our members and their communities.

South Central Regional Library Council is an Equal Opportunity Employer committed to diversity, equity, inclusion, justice, and accessibility.

Date revised: October 26, 2026.