

6-MONTH EMPLOYMENT OPPORTUNITY @ THE WHITCHURCH-STOUFFVILLE PUBLIC LIBRARY!!!

ADMINISTRATIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER

This position is responsible for the provision of administrative support to the Chief Executive Officer. Key responsibilities include formatting reports, creating and/or editing correspondence, facilitating prompt attention to telephone and e-mail inquiries, liaising with others on behalf of the CEO, attending library staff meetings and preparing minutes, maintaining a filing system of projects, reports, and correspondence of the library's operations according to the file plan retention schedule, acts as recording secretary to the Library Board, prepares board packages, notifies board members about meetings, processes the library's accounts payable, handles banking of all library revenues, handles personnel records, handles the ordering of supplies,

Qualifications required include but are not limited to:

1. Community College Diploma in Executive Secretarial/Administrative Science, Business, Finance, Public Administration or related discipline.
2. Current significant demonstrated experience in progressively more responsible administrative/secretarial capacities, including experience at a senior/executive level, preferably in a library or public service environment.
3. Thorough working knowledge of executive secretarial/administrative processes and protocol, records management practices, general office equipment operation (fax, copiers, telephone system, etc.), budgeting, and customer/public relations principles in a service-excellence environment; general knowledge of library functions/services, organizational/governance structures and legislative/regulatory framework, and the public sector would be helpful.
4. General knowledge of the ordering process, from start to finish, and of the accounts payable and receivable process.
5. Computer literacy utilizing word-processing, spreadsheet (preferably the Microsoft Office Suite – Word, Excel, Power Point), Microsoft Outlook, and desktop publishing.

Job schedule is 35 hours per week from September 7, 2010 to February 27, 2011 and may include some evening and weekend hours. Salary is \$25/hour. For more information, please contact Carolyn Nordheimer James, Chief Executive Officer at 905 642-READ, ext. 223. To apply, please e-mail resumé to Carolyn Nordheimer James, Chief Executive Officer

cnordheimerjames@whitchurch-library.on.ca or

deliver a hard copy to the Library at 30 Burkholder Street, Stouffville, ON L4A 4K1.

Application deadline is July 28, 2010 at 4:00 pm.