



Guelph Public Library

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Job POSTING #22-35

Title: Administrative Assistant – Contract up to 18 months

Department: Management

Supervisor: Chief Executive Officer

Employee Group: Non-Union (NUME)

Job Grade: 2

Hours: FT – 35 hours per week (including day and occasional evening and weekends) – Contract up to 18 months

Job Summary

The Administrative Assistant is responsible for confidential administrative support of: the Guelph Public Library Board, the CEO and the Management team.

All employees are required to:

- Promote the Guelph Public Library Mission Statement
- Provide exemplary customer service
- Cultivate a healthy and safe workplace

Duties

A. Board Support

- Organize, prepare and distribute to the Board and Committee: agendas, minutes and reports
- Maintain and update content on the GPL Board website
- Organize and attend Board and Committee meetings, special events and programs
- Maintain a positive working relationship with the GPL Board
- Facilitate communications between the GPL Board, CEO, and the community

B. Administrative Support

- Provides administrative support for the CEO, Managers and Board Members, maintaining a high regard for confidentiality

- Schedule, plan and assist with the organization of various events including but not limited Library Board meetings, management meetings etc.
- Organize, prepare and distribute correspondence, including letters, reports, minutes, and documents as required.
- Coordinate travel arrangements and conference registrations for GPL staff participation in conferences, workshops and meetings in consultation with the CEO and Directors.
- Provide basic research and benchmarking
- Coordinate vendor management within the facilities under the direction of the CEO and Directors.

C. Other

1. Finance

- Receive, verify, code and prepare invoices for approval
- Maintain ledgers and accounts
- Receive, verify, code, and prepare petty cash invoices for approval
- Facilitate communication between GPL and the City of Guelph Finance Department

2. Human Resources

- Assist the HR Department with payroll and other duties
- Assist in the organizing of employee events and staff development programs
- Process requests for remuneration of expenses from Staff and Board members

3. Other

- Assist in maintaining:
 - i. an inviting and orderly library environment
 - ii. prompt and efficient customer service at all service desks
- Perform other duties

Reporting Relationship

The Administrative Assistant reports to the CEO

Qualifications

A. Education

- Completion of Post -Secondary – candidates with equivalent combination of education and experience may be considered.

B. Experience

- A minimum two years of administrative experience with related work including preparing reports, writing minutes and agendas plus organizing meetings and events
- Excellent progressive experience, knowledge and understanding of standard office procedures, MS software applications, library software and operating procedures, and customer service techniques

C. Skills

- Advanced level of proficiency in Microsoft Office
- Advanced keyboarding skills
- Excellent organizational and office administration skills
- Ability to learn systems and procedures in a timely manner
- Demonstrated knowledge of board procedures, protocols and minute taking
- Excellent interpersonal skills and ability to handle sensitive and difficult issues in a confidential manner
- Exceptional verbal and written communication skills in a variety of communication channels
- A self starter with good problem-solving skills
- Ability to prioritize work load and be committed to excellent customer service

D. Other

- Confidentiality, diplomacy and the ability to work accurately on a wide variety of projects with regular interruptions is essential
- Ability to work independently and co-operatively on a team
- Ability to perform light physical work, bend, reach and lift up to 25kg
- A valid Class G driver's license and access to a vehicle is an asset
- A change agent, able to successfully initiate and evaluate trends and services in a 21st century public library

GPL is strongly committed to diversity and welcomes applications from visible minority group members, women, Aboriginal persons, and people with disabilities, members of sexual minority groups and others who may contribute to the further diversification of ideas.

Reasonable accommodations are available upon request, to enable individuals with disabilities to perform the essential functions of the job.

Posting start date: September 6, 2022

Posting end date: September 16, 2022, **5 pm EST**

Applications including a cover letter, resume and 2-3 work references should be submitted to:

Carolyn Elston-Ryder
Human Resources
Guelph Public Library
100 Norfolk St.
Guelph ON N1H 4J6
hr@guelphpl.ca

Please quote "Admin 22-35" in subject line

Applicants are required to demonstrate in their application how their qualifications match those specified above. Assessments based on all of the objectives and qualifications listed above will be a part of the interview, written and/or practical test and reference checking.