



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
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Job Opening at the Groton Public Library:

ASSISTANT TO THE LIBRARY DIRECTOR (25 Hours/Week)

The Assistant to the Library Director performs highly skilled administrative, financial, and clerical work to support the activities of the library under the general direction of the Library Director. Performs varied functions ranging in nature from routine to complex which requires the frequent exercise of independent judgment and initiative.

Assembles information and assists Library Director with budget development and monitoring. Applies invoices to appropriate library funding sources and prepares warrants for authorization. Compiles monthly, quarterly, and year-end status reports for all funding sources and reconciles all accounts. Monitors library purchase orders, receipt of orders, and credits. Prepares payroll and tracks staff time use and accrual. Records financial transactions; collects and turns over all monies. Handles confidential documents and personal information. Maintains general documentation, lists of inventory, records, files, and forms. Checks supply levels and orders replacements. Keeps abreast of discounts available through cooperative purchasing and other resources.

Requires an Associate's Degree or equivalent in Business or related field and a Minimum of three (3) years' experience in a comparable position. Intermediate to advanced knowledge of Excel necessary; knowledge of QuickBooks desirable. Library or municipal experience preferred. Must possess demonstrated competence with general accounting, budget, and payroll practices, as well as standard office procedures, computer programs, and equipment. Requires outstanding organizational and project management skills, ability to prioritize tasks, and work under tight deadlines. Needs to work well independently, as a team member, and in customer service. Must possess good judgment, a strong work ethic, tact, and excellent verbal and written communication skills. Exceptional attention to detail is essential.

Work 25 hours/week (Tue-Thu 8-3:30 & Fri 8-12). Pay range \$22.64 to \$25.17 per hour to start, DOE, with full (pro-rated) town benefits package.

Send Town of Groton Employee Application (townofgroton.org) to Human Resources, Town Hall, 173 Main St, Groton, MA 01450. Direct inquiries to the HR Director at HumanResources@TownofGroton.org or 978-448-1145.

Please submit applications by September 29, 2017.