

Office Manager (Part-Time)

General Statement of Duties

This position's primary responsibility is to provide administrative support to the James L. Hamner Public Library's Library Director, including data entry, correspondence, filing, taking minutes, answering phones, processing invoices, and a variety of regular confidential administrative support duties.

Supervision Received

The Office Manager is supervised by the Library Director.

Physical Requirements

Must be able to communicate with staff and patrons, must be able to respond to either visual or audio prompts on the computer terminal. Must be able to lift thirty pounds. Must provide own transportation in the conduct of duties.

The physical demands are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodation may be made to enable an individual with a disability to perform the essential functions.

Experience and Training

This position requires a High School Diploma with some college strongly preferred. Also required is some office experience and the ability to perform mathematical calculations.

The experience and education requirements may be waived at the discretion of the library director.

Approved January 16, 2018