

Office Assistant

Position: Office Assistant – Hourly
Hours: Mornings and Afternoons
Rate: Starting at \$16.71

The Peninsula Library System (PLS) is a consortium of 35 public and community college libraries located in San Mateo County working together to provide innovative and cost-effective service to their users. Founded in 1971, the system is a Joint Powers of Agreement and is funded primarily by member libraries: Burlingame Public Library, Daly City Public Library, Menlo Park Public Library, Redwood City Public Library, San Bruno Public Library, San Mateo County Libraries, San Mateo Public Library, South San Francisco Public Library, and the San Mateo County Community College District (including the College of San Mateo, Canada College and Skyline College). PLS receives support from the state California Library Services Act, the federal Library Services and Technology Act, and local contracts for special services.

Summary

Under direction of the Operations Manager, supports Peninsula Library System administration for the PLS and its contractual agencies through a wide variety of office and support duties.

Organizational Impact

- First contact for most members, vendors and clients.
- Provides support for the administration of PLS.

Essential Duties and Responsibilities:

- Distributes minutes, meeting materials, and publications.
- Handles agency mail, especially invoices and payments.
- Prepares and distributes workshop flyers, receives registrations, processes and distributes workshop materials, greets and registers attendees.
- Answers telephones, evaluates calls and takes appropriate action.
- Performs general administrative duties such as maintaining records, files, copying, and uploading information to websites.
- Maintains and reviews records and files to assure that required information and documents are accurate and available.

Other Job Duties:

- Enters journal vouchers for system credit cards.
- Maintains calendars and schedules of activities, meetings, and various events.
- Maintains inventories of publications and replenishes as necessary.
- Handles maintenance calls and logs for office equipment and postage meters.
- Orders and maintain office supplies and supply records.
- Receives, sorts and distributes incoming and outgoing mail and packages.

This job description is not a complete list of potential duties. Employees will be required to follow any other instructions and to perform any other duties requested by their supervisor(s).

Education:

Minimum Qualification: High School Graduation or equivalent

Preferred Qualification: Associate degree in Finance

Experience:

Minimum Qualification: 2+ years of general clerical experience

Preferred Qualification: Accounting and/or finance experience in a public or non-profit

Knowledge:

- English usage, spelling, grammar, and punctuation
- Basic mathematical principles
- Basic alphabetical and numeric filing methods
- Modern office procedures, methods and computer equipment and software
- Principles and procedures of record keeping and reporting

Skills and Abilities:

- Excellent organizational, interpersonal and communication skills including customer service techniques, practices, and principles
- Enter data at a speed and accuracy level necessary for successful job performance
- Ability to understand and follow verbal and written directions as well as maintain cooperative working relationships
- Excellent organization and time management skills with the ability to meet deadlines
- Word processing, spreadsheets, Adobe Acrobat Pro, presentation software, and databases. Computer application related to the work.

Communication:

- Expresses ideas clearly and effectively, both orally and in writing; responds well to questions; speaks and writes well

Required Qualifications

Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

Work Environment and Physical Demands:

Normally seated, standing or walking at will; normal physical activity including some bending, pushing, pulling, and carrying, which may range up to 50 lbs., upon occasion. Keyboarding and working at a computer monitor for extended periods required. Phone usage, reading, speaking, and listening required. Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or work rooms.

Benefits:

Retirement: Defined Contribution pension plan with 7.5% contribution paid by employer.

Other Benefits: Sick leave.

To apply, send resume and cover letter to Wendy Cao, caow@plsinfo.org.