



**Edison Public Library  
Administrative Assistant to the Director**

**Full Time  
Salary Range: \$56,717–\$62,395**

Come and join a new and expanding team of Library professionals as we reinvent the Edison Public Library for the 21st century. Located in Central NJ, with a multicultural, multilingual, and diverse population of 107,000, the Library currently has three library branches and mobile library services. We are rebuilding our Library from the bottom-up and the top-down to create an environment of learning, exploration, innovation and fun for the entire community. Our North Edison and Main Library Branches currently are undergoing a transformation in lay-out and expansion. This is a Library system where anything is possible as we move towards a patron-centric view of programs and services. The Edison Public Library is committed to providing accessible and inclusive services to our community.

The position provides administrative and clerical support to the Library Director, Library Administration, and the Library Foundation and requires a high level of organization, attention to detail, and the ability to handle confidential information with diplomacy, discretion, and integrity. The successful candidate will be a proactive problem-solver with excellent communication and interpersonal skills.

If you are a highly motivated, self-starter looking to use your organizational and communication skills during an exciting time of change, we encourage you to apply for this opportunity.

This position reports directly to the Library Director and indirectly to the library administrative staff.

**Responsibilities include, but are not limited to:**

- **Calendar Management:** Manage the Director's complex calendar, schedule meeting spaces, and appointments
- **Correspondence:** Compose and prepare correspondence, including emails, letters, and reports

- **Project Coordination:** Assists with the coordination of various library projects and initiatives for the Library, the Library Foundation and Friends of the Library
- **Event Planning:** Provides administrative support for library events, conferences, and meetings
- **Data Management:** Maintains accurate records, administrative files, and databases
- **Communication:** Answers and direct phone calls, greet visitors, and provide information as needed
- **Confidentiality:** Exercises excellent judgment in handling confidential/sensitive matters; must keep the strictest levels of confidentiality at all times
- **Record Keeping:** Maintains and collects departmental information
- **Special Projects:** Undertakes special projects as needed

#### **Qualifications:**

- High school diploma or equivalent; associate degree preferred
- Excellent verbal and written communication skills
- Strong attention to detail
- Minimum of three (3) years of administrative experience
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Suite (Docs, Sheets, Calendar, etc.)
- Able to plan, prioritize, and organize a heavy workload and adjust to changing priorities
- Ability to prioritize tasks and meet deadlines
- Ability to work independently and as part of a team
- Strong interpersonal and customer service skills
- Must possess superior typing, spelling, proofreading, and editing skills
- Must be willing and able to work flexible hours as occasional evening work is required

#### **Additional Preferred Qualifications**

- Experience in a library or educational settings
- Knowledge of library systems and procedures

#### **Physical Requirements:**

The Administrative Assistant may be required to lift up to 25 pounds and stand or sit for extended periods of time.

#### **Working Environment:**

Administrative Assistant will need to work a flexible schedule, including occasional evening and weekend shifts. Ability to travel to all the Library branches and throughout Edison as required.

**Hours**

35 hours/week, Mondays through Fridays, occasional night and weekends

**Benefits:**

Salary: \$56,717–\$62,395

Vacation: 10 days/year

Sick: 12 days/year

Personal: 2 days/year

Floating Holidays: 2 days

Holidays: 12 Days

Pension eligible: PERS, NJ Pension Plan

Health: includes Medical, Dental, Vision and Prescription plans

The Library encourages continued education courses for all staff and membership to the New Jersey Library Association is provided.

Employment is contingent upon successful completion of a background and drug testing check.

Edison Public Library is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status. Reasonable accommodations will be considered.

To apply, please submit your resume and a cover letter to [hr@edisonpubliclibrary.org](mailto:hr@edisonpubliclibrary.org).

This position is open until filled.