

# Administrative assistant needed. Part-time

Min. 15 hr/week

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## *Newspaper ad*

### **Administrative Assistant**

The Salida Regional Library needs an Administrative Assistant approximately 15 hours per week to assist the library director with a variety of work.

The job requires a capacity for organizing work and creating neatness. This is a new job at the library and will evolve along with the library director.

More information available at the library, 405 E St., or [www.salidalibrary.org](http://www.salidalibrary.org). Feel free to call library director Jeff Donlan at 539-4826 or email [jdonlan@salidalibrary.org](mailto:jdonlan@salidalibrary.org). Application deadline is 8:30 p.m. Friday, Feb. 12, 2010.

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### **Job Description**

The library is open 7 days and 70 hours per week. This position will initially require afternoon hours, but the schedule may become flexible.

The work will basically support the administration of the library, dealing with bills and invoices (although not bookkeeping), errands, banking, filing, telephoning, project administration, office organization, work for the Board of Trustees, &c.

Library work experience is not required, but the natural ability to organize work and the ability to work under limited supervision are. Good communication skills are important.

Starting pay will be around \$11.00/hour depending on experience.

You may inquire further of the Director, Jeff Donlan, at the library, 405 'E' St., Salida, CO, or call 719-539-4826, or e-mail [jdonlan@salidalibrary.org](mailto:jdonlan@salidalibrary.org). Resumes and letters may be submitted by email; please follow up to verify receipt.

The library's website is at <http://salidalibrary.org>.