

Brighton District Library  
100 Library Drive  
Brighton, MI 48116  
810-229-6571



## **JOB POSTING**

**The Brighton District Library is seeking an experienced Administrative Assistant who will assist the Library Director in performing a wide range of clerical, secretarial, and general office duties, including those of a confidential nature. The ideal candidate will be energetic, enthusiastic, and detail oriented. Additionally, the ideal candidate thrives in an environment where there are continuous changes in work priorities.**

**POSITION:** Administrative Assistant  
**HOURS:** 20 hours per week; Monday-Thursday (1<sup>st</sup> and 3<sup>rd</sup> Tuesday evenings required for meetings)  
**RATE OF PAY:** \$20-\$22 per hour; Negotiable Based on Experience  
**BENEFITS:** Prorated Vacation & Holiday Pay; Sick Leave; Flexible Spending Account (FSA) and Deferred Compensation (Retirement)

## **RESPONSIBILITIES:**

This position is responsible for providing comprehensive administrative, clerical, and staff support to the Library Board of Trustees, the Library Director, and Library staff. Tasks include, but are not limited to the following: coordinates and supports Library Board of Trustees meetings, including assembling meeting packets, recording and filing meeting minutes, and organizing resolutions. Prepares donation thank you letters, and other correspondence as needed. Assists the Library's Accountant with payroll processing and accounts payable functions, as needed. Develops and maintains accurate, detailed, and well-organized filing systems, both manual and electronic. Supports a wide range of personnel-related tasks and confidential record keeping. Updates the Library's Policies and Procedures Manual and maintains the Emergency Manual. Manages office supply inventory and ordering. Assists in the coordination of scheduling building maintenance and repairs. Performs special projects; assists in special events and related work as required.

## **QUALIFICATIONS:**

Thorough knowledge of general office and secretarial procedures, records management, and personnel practices is essential. Proficiency with computers, standard office equipment, and various software applications—including Microsoft Office—is required. The position also demands strong communication skills, both verbal and written, as well as the ability to establish and maintain effective working relationships with staff, supervisors, and the public.

**APPLY TO:** Cindy Mack, Library Director  
Brighton District Library  
100 Library Drive  
Brighton, MI 48116  
cindy@brightonlibrary.info

**Please email cover letter, resume, and three references by May 5, 2025.**