

### **Administrative Aide – Onondaga County Public Library**

Under the direction of the Administrator for Public Services, the Administrative Aide performs routine tasks to assist the administrative team, and acts as a liaison between department heads and other OCPL personnel. The successful candidate has excellent written and oral communication skills, and will play a key role in helping administrative stay organized. With an office located in the busy downtown area of Syracuse, the Administrative Aide will have the opportunity to help Central and all 8 branches of Onondaga County Public Library stay focused on their mission and day-to-day work in an exciting and forward-thinking team environment.

**Location:**

Onondaga County Public Library  
447 S. Salina Street  
Syracuse, NY 13202

**Hours of Work:** Monday-Friday 8:30-4:30

**Salary:** \$46,944

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### *Scheduling & Communication*

- Schedules Substitute Librarians and Floating Clerks for 8 branch libraries as requested on a monthly basis as well as any day-to-day needs that arise
- Creates and maintains scheduled calendars for Substitute Librarians and Floating Clerks in Microsoft Teams
- Works with the Administrator for Public Services to schedule monthly Librarian III meetings and gathers topics for the agenda
- Works with the Administrator for Library Operations to maintain security guard schedules and timesheets in order to assure accurate invoicing for guards placed at Central and 8 branch libraries

#### *Financial*

- Has working knowledge of OCPL's operating budget and budget lines, and works with the Administrative Director to ensure the smooth operation of financial transactions including accounts receivable, submitting invoices and approving them for payment, resolving billing issues, and maintaining vendor invoice files
- Maintains spreadsheets for tracking library spending, monetary receivables, copy machine statistics, order and payment tracking, and cash transmittals
- Responsible for petty cash funds to process mileage and travel claims, as well as other reimbursement claims and payouts
- Gathers receipts and processes purchase card statements for Administrators
- Orders supplies for Central and 8 branch libraries, including choosing vendors and obtaining quotes, using appropriate budget lines, and processing any returns
- Uses PeopleSoft software system to track orders and payments, as well as entering requisition information as

the first step in the procurement process with an average of 400 procurements per year

- Assists with year-end closing of financial records for OCPL

#### *Other*

- Maintains library stockroom supply inventory for office and custodial supplies, oversees the filling of stockroom orders and re-orders supplies as needed
- Processes incoming and outgoing mail as needed
- Performs other related duties as assigned

#### SKILLS AND ABILITIES

- Ability to understand and follow written and oral instructions
- Excellent written and oral communication skills
- Ability to compile narrative and/or numeric data into an appropriate format
- Strong comfort level and experience with technology

#### REQUIREMENTS

- Graduation with an Associate's Degree from a regionally accredited college or university
- Two years of clerical work experience, or its part-time equivalent, in other than an entry level clerical position

**Pursuant to the Civil Service Rules for provisional appointments, you would be required to take the next Civil Service exam for this title, pass and be reachable for permanent appointment.**

To Apply: Please submit a County application found on the Onondaga County Personnel website, cover letter and resume to René Battelle, OCPL Administrator, via mail at Onondaga County Public Library, 447 S. Salina Street, Syracuse NY 13202, or email at [rbattelle@onlib.org](mailto:rbattelle@onlib.org). Applications will be accepted through Friday, February 16, 2024.

Central Library located at 447 South Salina Street, Syracuse, NY 13202-2494

Phone 315-435-1900 [www.onlib.org](http://www.onlib.org) Dawn Marmor, Executive Director

Beauchamp Branch \* Betts Branch \* Hazard Branch \* Mundy Branch  
Paine Branch \* Petit Branch \* Soule Branch \* White Branch