



---

## JOB ANNOUNCEMENT

### ADMINISTRATIVE ASSISTANT

MEDFORD 20 HOURS

\$17.43 TO \$21.83 PER HOUR

CLOSES OCTOBER 20, 2021 – OPEN UNTIL FILLED

---

#### ABOUT JCLS

With more than 200 days of sunshine each year, Jackson County, Oregon is located midway between Portland and San Francisco. The region boasts beautiful valleys and mountain lakes, wineries, wild rivers, easy access to the Redwoods and coast, and cultural entertainment to rival big cities.



Jackson County Library Services (JCLS) serves the 220,000 residents of Jackson County with 15 branch libraries. The mission of the Jackson County Library District is to connect everyone to information, ideas, and each other. We provide a wide range of children's, teen, and adult physical and electronic resources and collections as well as outreach services, including booktalks for elementary and middle school students, services for homebound patrons, and outreach to childcare centers. Our ever-

changing [calendar of programs](#) and events is diverse, including musical performances, lectures, art exhibits, classes, book groups, storytimes, and more.

---

#### THE POSITION

The Administrative Assistant facilitates the efficient operation of the assigned area by performing a variety of clerical and administrative tasks, such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Decisions are made within clear instruction and the availability of applicable guidelines and Library policies and rules.

#### DUTIES AND RESPONSIBILITIES

##### SUPPORT TO JACKSON COUNTY LIBRARY FOUNDATION

- Prepare materials for JCLF Board meetings
- Track donations made to the Foundation and assist with donor acknowledgment
- Maintain donor database
- Maintain grant tracking and reporting schedule
- Support Fundraising online and in person events administratively and with set up and take down

- Work with Foundation Finance Manager to ensure compliance with local, state, and federal government reporting requirements

## GENERAL

- Greet visitors, answer telephones, provide information, take messages, or coordinate with/route to appropriate individuals.
- Create, maintain, and enter information into databases.
- Use computers for various applications, such as database management or word processing.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions or needs servicing.
- Set up and manage filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Schedule and confirm appointments for guests, customers, or supervisors. Maintain scheduling and event calendars.
- Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.
- Complete forms in accordance with organization procedures.
- Open, read, route, and distribute incoming mail or other materials and answer routine letters. Locate and attach appropriate files to incoming correspondence requiring replies.
- Conduct searches to find needed information, using such sources as the Internet.
- Review work done by others to check for correct spelling and grammar, ensure that organization format policies are followed, and recommend revisions.
- Order and dispense supplies.
- Arrange conference, meeting, or travel reservations for office personnel.
- Manage projects or contribute to committee or team work.
- Regular attendance.
- Performs other duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES

- Possess knowledge of office processes and procedures.
- Knowledge and principles for providing customer and personal services.
- The ability to assess the customer's needs, meeting quality standards for services, and evaluation of customer satisfaction.
- Possess analytical, research, and problem-solving skills and needs to use good judgment when making independent decisions.
- Mental activities involve continuous reading, writing, speaking, and performing basic math functions.
- Use of effective communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
- Knowledge of Microsoft Office Suite, including Excel and Word.
- Possess computer skills and the ability to use a variety of software programs.
- Must be flexible and adaptable to changing situations.
- Ability to multitask and work with competing interests.
- Ability to succeed in a teamwork-oriented environment.
- Complies with safety requirements of the position and actively promotes safe work practices.
- Actively supports and respects diversity in the workplace.

## QUALIFICATIONS

### MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Two years of experience working in a clerical position with administrative assistant duties.

#### SPECIAL REQUIREMENTS/LICENSES

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

#### WORKING CONDITIONS

While performing the duties of this position, the employee is continuously required to communicate by talking and listening, use of fingers and hands, repetitive motion and sitting. Frequently required to stand, walk, reach, sit and feel. Occasionally bend, stoop, grasp and rarely to feel, kneel or crawl. The position requires mobility, including the ability to move materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., may infrequently require moving materials weighing up to 20 pounds.

Manual dexterity and coordination are required over [75%] of the work period while operating equipment such as computer keyboard and standard office equipment.

Travel to other district locations and/or to workshops/professional meetings/conferences.

This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable. Conditions may consist of the following:

- Reading for comprehension and direction (policies & procedures)
- Speaking to share and respond
- Presenting to a wide range of ages and audiences to inspire lifelong learning
- Considerable cognitive process to make effective decisions for non-routine work
- Various equipment includes computers with a keyboard and mouse, telephone, and other electronic devices to share documents, information and discussion
- Deadlines and changing priorities with multiple demands on time

---

#### SALARY

This position is placed at range G on the JCLS salary schedule, and has a starting salary range of \$17.43 to \$18.51 per hour. The full salary range is \$17.43 to \$21.83 hour. Placement on the salary schedule is based upon education and experience.

#### BENEFITS

JCLS offers a competitive benefits package including 401(a), medical, dental and vision coverage to employees and qualified dependents. In addition, JCLS provides vacation, sick leave and paid holidays.

#### SELECTION PROCESS

After the preliminary screening, selected candidates will be invited for an initial interview. Videoconference interviews (in lieu of an in-person initial interview) will be offered. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview.

JCLS reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

## CONDITIONS OF EMPLOYMENT

Employees must satisfy all of the pre-employment requirements prior to appointment that include, but are not limited to; verification of their legal right to work in the United States, and a background check.

## ACCOMMODATIONS

Applicants requiring reasonable accommodations in completing the application or the interview process must notify the Human Resources Department in advance.

## EQUAL OPPORTUNITY EMPLOYER

JCLS provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment, of any type, without regard to race, color, religion, age, sex, national origin, marital status, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.

The organization employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment, and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, transfer, layoff, termination, training, and conflict resolution.

## APPLICATION PROCESS

In order to be considered for this position, applicants must submit a **JCLS Application, Cover Letter and Resume**. The JCLS Application can be found at <https://jcls.org/about/job-opportunities/> These items must be turned in to the Human Resources Department no later than **October 20, 2021 at MIDNIGHT PST**.

Materials can be submitted by emailing to [bfogerty@jcls.org](mailto:bfogerty@jcls.org). Only candidates with complete materials and who meet the minimum qualifications of the position will be considered.