

**SAMMIE
Job Description
Administrative Assistant**

Part time position, 15-20 hours per week during the school year, less in the summer. Need flexibility in scheduling, as there are times when more hours may be needed in a week & other times when less is needed. Anticipate an occasional need for evening and weekend hours.

A. Purpose of position

Under the supervision of the SAMMIE Director, provides secretarial support to the Governing Board, Director and programs. Responsible for the operation of the office when Director is absent. Provides technology support and expertise for SAMMIE office.

B. Duties and Responsibilities

1. Technology support

- a. **Maintain SAMMIE's electronic mailing list.**
- b. **Maintain computers and other technology for the office.**
- c. **Keep current with computers/technology.**
- d. **Evaluates and recommends computer technology.**

2. Secretarial/Clerical

- a. **Prepare and maintain word processing and database files, electronic files; perform electronic mail functions.**
- b. **Prepare agenda mailings for Governing Board and other meetings. Attend meetings and keep minutes.**
- c. **Process mailings.**
- d. **Assist in preparation and publishing of the SAMMIE Directory, the SAMMIE Guide to Cooperation and the Newsletter.**
- e. **Maintain filing system and file correspondence, reports and other relevant documents.**
- f. **Attend workshops/conferences pertinent to position.**
- g. **Prepare reports as assigned.**
- h. **Assist in the planning, preparation and execution of the SAMMIE Annual Meeting and other events.**
- i. **Order office supplies**
- j. **Maintain insurance policies and service agreements for SAMMIE equipment.**
- k. ***Responsible for financial record keeping, preparing bills, processing checks, tracking bank accounts & investments, working with contracted financial services.***
- l. **Other duties as assigned by the Director or Governing Board**

C. Qualifications

- 1. High School diploma or equivalent. Some College preferred.**
- 2. Training or experience in computer technology.**
- 3. Working knowledge of computer software programs, including
Word Perfect
Microsoft Word, Access, Publisher
Quattro Pro
Windows 95/98
Adobe Acrobat**
- 4. Training or experience with & interest in libraries.**
- 5. Secretarial experience/skills.**
- 6. Good written and oral Communication skills.**
- 7. Keyboarding/typing skills are essential.**
- 8. Must be able to operate and care for office equipment, such as typewriter, computers, photocopier, telephone system, answering machine, fax machine and calculator.**
- 9. Need to have personal transportation available for running errands and attending meetings.**