

Position: Part-time Administrative Assistant
19.5 hours per week

Salary: \$18.79/hour

Apply in writing to:
Lisa Erickson
leric@nioga.org

This position is in the Front Office of the Nioga Library System Headquarters in Lockport. He or She will work under the supervision of the Communications, Advocacy & Outreach Consultant and the Business Manager.

The Administrative Assistant supports the administration of the Library System in a confidential, timely, accurate and efficient manner; assisting with financial, administrative and human resources activities and performing clerical functions in accordance with the Library System's mission and vision. He or She will demonstrate a strong commitment to excellent customer service.

The successful candidate must have good working knowledge of office software such as *Microsoft Word* and *Excel*. Communication, organizational and basic secretarial skills are also required.

The work location is at Nioga Library System Headquarters at address below.

Flexible hours are required (e.g. some evening and Saturday hours may be necessary). New York State Driver's License and access to a vehicle required.

Submit resume, letter of interest and names (including titles and telephone numbers) of three references to the Nioga Library System, Attn: Lisa Erickson, 6575 Wheeler Rd, Lockport NY 14094.