



# Haverhill

Human Resources Department, Room 306  
Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmcclanahan@cityofhaverhill.com](mailto:dmcclanahan@cityofhaverhill.com)  
Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

December 6, 2017

**Job # 2017-035**  
**Room306**  
**Human Resources**

## **PLEASE POST** **ANTICIPATED OPENING**

**POSITION:**                   **Administrative Assistant**  
   **Haverhill Public Library**

**HOURS OF WORK:**       **19 hours per week**  
   **(Flexible Schedule)**

**SALARY:**                   **\$16.42 - \$19.59 per hour**  
   **(According to Contractual Salary Schedule)**  
   **(Position is not eligible for benefits)**

### **JOB SUMMARY:**

Under the direct supervision of the library director, the administrative assistant acts as a general secretary for the director and has wide ranging supporting responsibilities in library affairs.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Performs the function of administrative assistant to the library director, including scheduling appointments, correspondence, word processing, answering the telephone, making telephone inquiries, preparing publicity/signs, daily errands, etc.

Prepares meeting notices for the monthly trustees meetings. Types the minutes for the board's secretary for the monthly trustees meetings, arranges material relating to the meeting and sets up the refreshments. Attends all board meetings to serve as recording secretary.

Acts as liaison and provides support to library peripheral groups, i.e., the Friends and the Whittier Club. Maintains the library's building fund and general correspondence files. Types forms, updates mailing lists, prepares bulk mailings, and occasionally assists other staff with typing requests. Schedules the library's monthly art exhibits (publicity and signage).

Prepares outgoing mail. Maintains postage meter, fax, and office copier. Keeps office supplies in stock and fills orders as needed, including toner and paper for two Ricoh copiers. Works with all levels of staff and management. Handles confidential material. Performs other similar or related duties as required by the Director.



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## **KNOWLEDGE, SKILLS, AND DESIRED ABILITIES:**

Ability to communicate effectively and clearly both verbally and in writing. Ability to interact tactfully and appropriately with a wide variety of people. Knowledge of/experience in a non-profit or municipal office environment. Ability to balance many tasks and meet deadlines effectively.

## **EDUCATION AND EXPERIENCE:**

College degree required.

## **PHYSICAL REQUIREMENTS:**

Must be able to push or pull carts full of books weighing up to seventy-five (75) pounds. Must be able to lift objects weighing up to fifty (50) pounds. Moderate amount of bending, squatting, lifting, stretching, standing, and walking on a frequent basis; must be able to use a two-step footstool. Must be able to use voice communication to answer the telephone. Must be able to stand for extended periods of time. Must be able to effectively communicate with the public. Ability to use voice communication system to answer the telephone. Ability to use keyboard or computer workstation for extended periods of time. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

## **CLOSING DATE:**

**FRIDAY, DECEMBER 22, 2017**

## **SUBMIT COVER LETTER,**

## **RESUME AND APPLICATION TO:**

**Denise McClanahan, Human Resources Director  
City of Haverhill  
4 Summer Street Room 306  
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

## **APPLICATION IS AVAILABLE ONLINE AT:**

**[http://www.haverhillma.gov/departments/human\\_resources/job\\_opportunities.php](http://www.haverhillma.gov/departments/human_resources/job_opportunities.php)**

**Application can be saved and sent as attachment when applying online. Email should be sent to [hrd@cityofhaverhill.com](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB # 2017-035 WHEN APPLYING ONLINE.**