

The Suffolk Cooperative Library System (SCLS) is seeking an individual as an Operations Assistant part time; varied hours; Monday through Friday.

The candidate must have a college degree or equivalent. Salary is \$21.14 per hour. Please see attached job description for details.

SCLS is a 56- member library system in Suffolk County, NY. We are a supportive employer with opportunities to learn and grow in this position.

To apply, send a cover letter and résumé to Suffolk Cooperative Library System Human Resources Office at sclshr@suffolknet.org by **December 16, 2022**.

FLSA: Non-Exempt

DEPARTMENT: BUSINESS
POSITION TITLE: SCLS OPERATIONS ASSISTANT – P/T
REPORTS TO: ASSISTANT DIRECTOR
GENERAL DESCRIPTION: Assists Assistant Director with various Library System business related tasks and duties as needed.

ESSENTIAL FUNCTIONS:

1. Assists in preparation of statistical reports for SCLS and member libraries.
2. Performs document scanning/copying including electronic file storage.
3. Assists with procurement process (product research).
4. Assists with A/R & A/P process for SCLS sub-divisions.
5. Maintains inventory lists for System (including hardware).
6. Assists with A/V equipment use and maintenance.

OTHER FUNCTIONS:

1. Assist in document preparation for meetings.
2. Assists with A/V set-up for all meetings.
3. May be asked to set up meeting rooms.
4. Assist in media conversion.
5. Performs other functions as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to use Microsoft suite of office software (focus on spreadsheets)
2. Ability to follow oral or written instructions.

3. Ability to work independently or in a group setting.
4. Ability to deal tactfully and courteously with others.
5. Ability to count and do simple arithmetic.
6. Good manual dexterity.
7. Possession and Maintenance of a valid NY State Drivers License.
8. Basic computer skills.
9. Ability to make sustainable work-related decisions.

REQUIRED EXPERIENCE AND TRAINING:

1. College graduate or equivalent.
2. Any equivalent combination of experience and training to indicate ability to do the work.