

Job Description

Job Title:	Administrative Assistant
Reports To:	Executive Director
Date:	September 2026
Status:	Part Time, Non-Exempt
Hours:	20-25 hours per week, regular Mon-Fri schedule
Rate:	\$18-\$22 per hour

Summary

Under the direction of the Executive Director, the Administrative Assistant is responsible for day-to-day office management and general administrative support that ensures smooth library operations.

Essential Duties and Responsibilities *(other duties may be assigned):*

General Administrative

- Receives, sorts, and distributes incoming mail and packages; prepares and processes outgoing mail to ensure timely delivery.
- Monitors multiple library email accounts and forwards inquiries to appropriate personnel.
- Handles public reservations of the Winsor Room and Conference Room. Welcomes users, provides access, and offers basic technical support.
- Receives and prioritizes incoming telephone calls and visitors for the Director, exercising excellent customer service and discretion and assisting with timely communications.
- Prepares and distributes Board documents for monthly meetings and assists with meeting logistics.
- Receives and processes volunteer applications, communicates with prospective volunteers, and facilitates placement with relevant departments.
- Oversees use and maintenance of the postage machine and assists staff with outgoing mail.
- Monitors office supply inventory, places orders as needed and tracks related expenses.
- Updates, maintains, and distributes staff and emergency contact lists.
- Maintains calendar of background check renewal dates and sends necessary notifications when renewals are due.
- Maintains records for staff continuing education hours.
- Tracks library traffic using door counters and submits data for statistical reporting.
- Organizes staff and Board celebrations and recognition activities.
- Enters donations into the donation database, generates acknowledgment letters, and assists with related database projects.
- Assists the Executive Director with administrative tasks as needed.
- Maintains strict confidentiality of sensitive information in accordance with organizational policies.

Building & Equipment Administration

- Serves as primary point of contact for the cleaning crew, repair contractors, and facilities vendors.
- Coordinates routine building maintenance and repairs and ensures issues are addressed promptly.

- Schedules service and inspection visits; meets with crews, communicates issues, provides access, and verifies completion of services.
- Ensures office equipment is in working order and initiates service requests.
- Coordinates repair and project bids.
- Manages vendor contact information and keeps records of service contracts and receipts.
- Maintains a calendar of maintenance and inspection activities, along with a log of completed repairs and service.
- Communicates with township departments as needed.
- Assists with the preparation of building insurance applications, filing claims, and securing additional certifications.
- Coordinates assigned aspects of building safety and emergency preparedness, ensuring compliance with protocols.

Qualifications

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- H.S. diploma or higher. Bachelor's degree preferred.
- Minimum of 3 years of relevant experience.
- Exceptional communication, interpersonal, and customer service skills, with the ability to interact professionally and courteously with library patrons, vendors, and staff, consistently delivering the highest level of customer service.
- Excellent organizational skills with the ability to prioritize tasks, manage multiple projects in a dynamic environment, and adapt when needed.
- Strong problem-solving abilities with a proactive approach to implementing solutions.
- Demonstrates discretion and professionalism in handling confidential information.
- Ability to work independently and perform essential job functions with minimal supervision.
- Proficient in Microsoft Office and Google Suite with strong computer literacy skills.
- Committed to serving the public with courtesy and sensitivity.
- Effective team player with the ability to collaborate with staff at all levels.
- Must provide PA Criminal History Record, Childline Child Abuse Clearance, and FBI Fingerprint Check prior to employment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

To Apply

Send a completed [RML Employment Application](#), cover letter, resume, and the names of three professional references by mail or email to:

Radnor Memorial Library
114 W Wayne Ave
Wayne, PA 19087
library@radnorlibrary.org

Visit radnorlibrary.org/employment for the full job description.