



**TO:** All Interested Individuals  
**FROM:** Jennifer Ries-Taggart, Executive Director  
**RE:** **Full Time Office Clerk IV Opening – Administrative Assistant**  
**DATE:** August 1, 2024

Brighton Memorial Library has an opening for a Full Time Office Clerk IV for administrative, revenue, and payroll support. This position reports directly to the Executive Director. Applications will be accepted until the position is filled.

### **Eligibility**

The Full Time Office Clerk IV position is an entry level competitive clerical title. The qualifying candidate's name must be reachable on a Monroe County Civil Service List for the Office Clerk IV title. A high school diploma or high school equivalency is also required.

### **Major Duties**

With supervision, performs the following duties in the library's administration offices:

- Coordinates two Annual Campaign mailings, inputs donor data into Access database and provides support, reports, and follow up related to the library's Annual Campaign
- Provides clerical support for the Executive Director including phone support, typing correspondence, creating simple financial reports, and other duties as assigned
- Attends monthly Library Board meetings and creates, prepares, and distributes monthly Library Board meeting minutes
- Provides ongoing maintenance of annual Library Board, Trustee orientation, and Library Board President's binders
- Receives, deposits, and posts daily library revenues as well as maintains existing revenue related Excel spreadsheets, with oversight by the Business Office Manager
- Processes part time payroll and paid leave requests, with oversight by the Business Office Manager
- Serves on committees as assigned, including the lead position for the annual volunteer and staff recognition awards dinner and annual staff training day
- Other duties as assigned by the Executive Director

### **Essential Skills and Abilities Required**

- Proactive, timely consultation with the Executive Director, in person and via email
- Responsiveness to phone, email, and in person requests
- Confidentiality
- Ability to work neatly and accurately, with attention to detail
- Maintenance of strict timelines and deadlines
- Strong organizational and problem-solving skills
- Excellent math skills
- Ability to work independently and proactively
- Familiarity with Microsoft Office products including Excel, Word, and Access
- Ability to flex to unforeseen situations
- Ability to interact with staff, patrons, donors, Friends and Library Board members, as appropriate

**Hours**

36 hours per week, Monday through Friday, 8:30 AM – 4:45 PM

**Salary Schedule**

\$33,932 to \$44,107 in six steps based on performance and longevity

**Benefits**

Prorated paid holiday, vacation, personal, and sick leave; NYS Retirement; health, dental, and vision insurance; deferred compensation (optional), long- and short-term disability insurance (optional)

**Environment**

Progressive, friendly library serving a diverse, well-educated community

**Instructions to Applicants**

Submit a completed Brighton Memorial Library application, brief letter of interest, resume, and contact information from three professional references via email to [jennifer.ries-taggart@libraryweb.org](mailto:jennifer.ries-taggart@libraryweb.org) or send to Executive Director Jennifer Ries-Taggart, Brighton Memorial Library, 2300 Elmwood Avenue, Rochester NY 14618.

**The Town of Brighton's Commitment and Statement to Equitable Hiring:**

The Town of Brighton is committed to the centralization of diversity, equity and inclusion and is an Equal Opportunity Employer. Our dedication to cultivating a culture of belonging and inclusion is evident in all that we do. We recognize the importance of harnessing diversity and therefore acknowledge the talent, innovation, individual differences and lived realities as unique contributions from our staff. In our quest to advance DEI efforts, the Town of Brighton welcomes job applicants without regard to age, culture, disability, ethnicity, gender expression or identity, race, religion, national citizenship or origin, family care status, marital status, pregnancy, military status, veteran status, prior criminal offense, domestic violence victim status, genetic status, limited English proficiency or any other lawfully protected status.