



Administrative Assistant – Literacy Services City of Fond du Lac Public Library

The City of Fond du Lac is accepting applications for the position of Administrative Assistant at the Public Library. This part-time position reports directly to the Literacy Coordinator and performs a variety of high-level clerical duties including bookkeeping, secretarial, and routine and non-routine administrative duties of the Literacy Office. The Administrative Assistant works with a high degree of independence and responsibility. Applicant must be self-directed in order to complete a number of routine procedures on schedule over the course of a month.

Various duties include: assisting the Literacy Coordinator in developing and coordinating activities of Fond du Lac Literacy Services; preparing and disseminating materials related to these activities; maintaining bookkeeping of all transactions and donations received; making contacts for various events and activities via web based and social media platforms; contacting tutors; maintaining database for constituencies related to above activities and preparing mailings.

Responsibilities include: providing administrative support to the Literacy Coordinator that requires the exercise of discretion and independent judgment as well as confidentiality; providing office management that includes report writing, setting appointments, make telephone contacts, scheduling and coordinating office volunteers, and other duties as needed.

Requirements include: High school diploma or equivalent. Must have the ability to maintain confidentiality of sensitive information, ability to carry out job duties and tasks without close supervision; knowledge of general office procedures; strong oral and written communication and interpersonal skills; strong organizational and time management skills; ability to work cooperatively and effectively with staff, clients, and volunteers; ability to utilize microcomputers and necessary software and web based tools; ability to keyboard/type at an acceptable level; have accuracy with numbers and data, and be a strong team player; willing to support the mission of Fond du Lac Adult Literacy Services, Inc.; and possess the ability to function well under pressure; and a strong ability to utilize proficiency in Google and Microsoft Office products including Word, Excel, and Publisher. Evening and weekend hours may be required in this position.

This position averages 12 hours per week. Starting salary is \$17.63/hour. Application deadline is Friday, January 29, 2021 at 4:00 p.m.

If you are interested in this excellent opportunity, please submit a completed application and resume describing your experience as it relates directly to this position. You may obtain application materials by visiting www.fdl.wi.gov under Job Openings, or contacting City Human Resources at (920) 322-3624.

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