

**KIRKLAND TOWN LIBRARY**  
**JOB TITLE: Administrative Services Coordinator**  
**August 2025**



**Job Title:** Administrative Services Coordinator (part-time)

**Reports To:** Library Director

**General Statement of Duties:**

To support the mission and vision of the Kirkland Town Library. The Administrative Services Coordinator (Admin. Serv. Coord.) follows the policies and practices established by the Library Board of Trustees and the Library Director.

The Admin. Serv. Coordinator supports the operation of the Library in a confidential, accurate, timely and efficient manner - providing administrative support for the Director and Assistant to the Director; assisting with financial and human resource activities; performing clerical functions; creating and coordinating publicity materials; overseeing facility maintenance; supporting staff in performing their duties and establishing effective working relationships with vendors, businesses and community organizations. The Admin. Serv. Coordinator must demonstrate a strong commitment to exemplary customer service, attention to detail, and maintain a friendly, responsive and helpful manner.

**Responsibilities:**

- Maintain complete and accurate personnel and historical records, including electronic and/or hard copies
- Work with bookkeeper on maintaining accurate financial records
- Utilize technologies that support library administrative functions, including basic Microsoft Office, QuickBooks and Google Workspace. Familiarity with graphic design
- Keep files, office records and current work in an orderly manner so others can quickly locate them
- Maintain library facility and grounds and inventory of supplies to support library functions
- Collaborate, proofread and disseminate information on library events and activities
- Complete assigned tasks, business matters and reports in a timely, sensitive and confidential manner
- Provide gracious and friendly service in a supportive manner to all internal and external customers
- Listen attentively, take accurate notes and messages, communicate effectively and professionally
- Keep library director informed on responsibilities, including potential obstacles in a timely manner, along with suggestions for new or improved options to improve areas of responsibility
- Be familiar with, uphold and apply Library policies and procedures with good judgment, while safeguarding confidential and restricted information
- Work independently and collaboratively as well as stay on task in a busy work environment
- Attend staff meetings and educational opportunities when appropriate and within the budget

**Examples of Duties:**

- Prepare correspondence, reports, lists and other documents as requested by Director
- Maintain bi-weekly staff schedule, find substitutes when needed and process payroll
- Prepare weekly bank deposits. Collect, record and deposit cash transactions
- Assist with library's Annual Appeal; maintain files on gifts to the library
- Maintain calendar of library activities and schedule of meeting rooms usage
- Create and coordinate publicity materials for library, in conjunction with Director and appropriate staff
- Disseminate publicity materials through use of a variety of traditional and social media outlets
- Maintain filing (both electronic and hard copy) and record keeping systems
- Work within a set budget to order and maintain an inventory of office, janitorial and library supplies
- Assist in maintaining an orderly and attractive library, including interior, exterior and library grounds

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- Liaison with maintenance person and suppliers, contractors, repair personnel and volunteers
- Maintain accurate inventory of library equipment, furnishings and art collection
- Perform regular maintenance and handle issues related to computers in a timely manner
- Answer telephone and assist caller promptly and appropriately, forwarding to staff when appropriate
- Assist patrons with use of copier, fax machine and other public equipment if staff unavailable
- Assist with opening procedures for start of day
- Travel (on foot and /or car) to local banks, Post Office, printer, and other assigned destinations
- Perform other library-support duties as assigned by Director

**Required Knowledge and Abilities:**

- Knowledge of general office practices and procedures including cash management, staff scheduling, filing, telephone, inventory, purchasing and working within a budget
- Significant internet and computer skills; comfortable with computer software office applications (Microsoft Office products and QuickBooks), word processing, spreadsheets, graphic design sites and Google Workplace.
- High degree of comfort level with technology and an openness to learning emerging technologies
- Strong customer-service skills; ability to interact pleasantly and non-judgmentally with library volunteers, vendors, community organizations and the general public
- Ability to maintain courteous and cooperative working relationships with director and staff
- Excellent organizational skills, strong attention to detail and concern for accuracy
- Adherence to a strict position of confidentiality
- Ability to follow procedures consistently and with minimal supervision
- Ability to communicate clearly and effectively, in English, both verbally and in written form
- Flexibility, adaptability and ability to troubleshoot
- Ability to lift and carry 50+ lbs; ascend/descend ladder; kneel, crouch, crawl, and reach high objects
- Valid NYS driver's license and access to a vehicle
- Ability to represent the Library in a professional manner

**Desirable Knowledge and Abilities:**

- Previous office management experiences; including bookkeeping and accounting principles
- Understanding of payroll procedures utilizing Paychex and human resource functions

**Minimum Qualifications:**

Graduation from high school or possession of a high school equivalency diploma, some college experience preferred. Computer skills, competence in oral and written English and arithmetic is essential.

Hours determined by library needs and schedule. Hourly wage between \$19.00 and \$24.00 depending on background and experience