

Administrative Specialist

Reports to: Library Director

Job Classification/Status: Part-time, Non-Exempt, 20 hours/week

Hourly Rate: Set by Library Director

Position Summary: The Administrative Specialist provides entry-level administrative support to the Library Director, including processing invoices, maintaining organized financial records, purchasing supplies, and tracking payroll. This role ensures smooth daily operations by supporting financial, organizational, and clerical tasks under the Director's supervision.

Key Responsibilities:

- Process invoices for payment and maintain organized financial records
- Prepare and make regular bank deposits
- Assist with payroll calculations, insurance, and retirement contributions
- Maintain accurate records of employee sick and vacation leave
- Track and maintain financial records of donations
- Assist with onboarding materials for new hires and maintain personnel files
- Coordinate minor facility needs, including purchasing supplies, contacting service providers or other vendors
- Liaise with auditors and other external contacts as required
- Provide administrative support to the Library Director as needed
- Perform other administrative duties as assigned by the Director

Required Qualifications:

- Associate's degree in Accounting, Business, Finance, or related field, OR high school diploma/GED with 3–5 years bookkeeping or administrative experience
- Experience with payroll, Excel, and financial recordkeeping
- Strong organizational skills, attention to detail, and reliability
- Ability to handle confidential information with discretion
- Must possess and maintain a valid Driver's License
- Ability to perform basic mathematical calculations, including addition, subtraction, multiplication, division, fractions, and decimals

Preferred:

- Bachelor's degree in Accounting, Business, or Public Administration
- Experience in nonprofit, government, or library settings
- Familiarity with payroll software and HR compliance regulations

Confidentiality & Compliance: This position involves access to sensitive employee and patron information. A background check, reference verification, and signed confidentiality agreement are required prior to employment.

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Physical Requirements / Work Environment: The physical demands described represent those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Part-time office setting with periods of sitting, standing, and reaching for materials
- Occasional lifting, pushing, or pulling of up to 10 pounds using proper techniques
- Occasional driving as part of job duties

Note: This job description is intended to illustrate the general nature and level of work performed. It is not an exhaustive list of all duties, responsibilities, and qualifications required of employees in this position. This job description does not constitute a contract of employment and may be revised at any time at the discretion of the Library.

Hardin County Public Library is an Equal Opportunity Employer