Would you like to work for an award-winning public library serving an engaged, diverse community? The Ossining Public Library is looking for an experienced Staff Assistant to work as a full-time team member in the Library Business Office.

Desired experience, knowledge, skills, and abilities:

- Good judgment, resourcefulness, a positive attitude, and flexibility
- Extensive problem-solving ability and the utmost discretion is necessary due to the confidential work performed by the incumbent
- Ability to perform a wide range of office management duties in a library setting, including, but not limited to, report preparation, payroll (ADP experience highly desirable), records management and personnel administration
- Strong knowledge of computer applications such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments
- Prior experience working in human resources and knowledge of Civil Service rules and procedures are highly desirable

Salary: $56,000 to $62,000, with benefits package

Minimum training and experience: Graduation from high school or possession of a high school equivalency diploma and six (6) years of work experience which must have included the maintenance of financial records and the use of computer applications to produce correspondence, spreadsheets, forms, reports or other documents. Satisfactory completion of 30 college credits may be substituted on a year to year basis for up to four (4) years of work experience described above.

The successful candidate must ultimately be reachable on a Westchester County Civil Service Staff Assistant-Library list of eligibles or otherwise eligible for appointment. Placement is subject to Westchester County Civil Service approval.

To apply, please send an application, resume, and cover letter to:

Karen LaRocca-Fels, Library Director
Ossining Public Library
53 Croton Ave.
Ossining, NY 10562
kfels@ossininglibrary.org