Staff Support Assistant

We are looking for someone to be a part of our Administrative Services Team, who can provide high-level administrative support for our Libraries, work collaboratively with all Library Departments, and perform clerical and secretarial duties.

Qualifications

Graduation from high school or GED equivalent, coursework/ training in Office Support or Secretarial Science equivalent to1 year of college, 1-2 years ofproven administrative work experience; or any equivalentcombination of training and experience which provides the required knowledge, skills and abilities. A valid driver's license isrequired.

Salary Range

$34,398 - $43,995

This position will close on 0DEber , 2022 at 11:59PM EST.

For more info & to apply, visit:
http://agency.governmentjobs.com/suffolkva

Equal Opportunity Employer

Staff Support Assistant
Suffolk Public Library is anchored by three locations but not limited by them.

Who We Are
We are a library committed to community engagement in our city that spans 430 square miles in SE Virginia. We are continually looking outside our walls and evaluating how we can be most relevant and effective in a community that is quickly changing. The Suffolk Public Library is looking for someone to be a part of the Administrative Services Team and who is enthusiastic and willing to be involved in all aspects of library services.

Who We Are Looking For
Being a part of our team means that you have the characteristics of an innovator and a change-maker. You have fun while embracing challenges and solving problems. You are a go-getter; never satisfied with the status quo and up for any task that is assigned to you. You are very tech-savvy and have a deep knowledge of administrative procedures and best practices in serving the organizational needs for the Library. You enjoy working collaboratively and being a part of dynamic teams that work together on effective library projects, workflows, and processes. You also like to discover new ways to improve procedures and tasks.