



Include cover letter, resume and three references

Temporary 999 Administrative Assistant Recruitment Announcement

The Oklahoma Department of Libraries (ODL) is now accepting applications for the position of Administrative Assistant (999 Temporary) in the Office of Literacy Development. Salary is \$16 per hour and the schedule is an average 19 hours per week. Working hours fall between 8:00 to 5:00 PM and are flexible based on approval from supervisor.

Job Summary:

The Administrative Assistant will work under the supervision of the Administrative Programs Officer of the Office of Literacy Development. This position will support several key ODL initiatives. The Health Literacy program provides funding, technical assistance, training, and resources to public libraries as they offer health and wellness opportunities to communities throughout the state. *My First Library* is an early literacy project that provides new books to children at risk for low literacy. *Read Across Oklahoma* is an annual event held at the Oklahoma City Zoo and available virtually to promote reading and early literacy. The Temporary Assistance to Needy Families (TANF) project supports the work of local programs that provide instruction to TANF clients referred by the Department of Human Services. The Administrative Assistant will also support the other work of the Office of Literacy Development as needed.

Job Duties:

- Train other staff.
- Assign projects to staff as needed; develop and place in operation special procedures.
- Develop and maintain confidential or complex files.
- Interpret and advise internal and external customers on departmental or program rules, regulations, and laws.
- Prepare invoices and payments of claims, requisitions, purchase orders and other fiscal duties.
- May supervise subordinate staff.
- Represent agency, supervising official, or program area at meetings, conferences, or civic organizations.
- Coordinate activities with internal and external customers.
- May establish educational and/or training programs.
- Interview callers, arrange appointments, and handle office details.
- Enter and retrieve information using personal computer or data processing equipment and receive and review coded and uncoded source documents; review data and make routine corrections.

Minimum Qualifications:

- Four years of technical clerical office work or an equivalent combination of education and experience
- Ability to lift at least 40 pounds
- Ability to travel off-site using personal vehicle if necessary

Preferred Qualifications:

- Proficiency with Microsoft Office, including Excel and Word

Knowledge and Skills:

- Knowledge of spelling, punctuation, and business English
- Knowledge of business mathematics
- Knowledge of modern office methods and procedures
- Knowledge of the maintenance of complex records
- Knowledge of the major policies and procedures governing assigned programs
- Ability to maintain effective working relationships with others
- Ability to handle confidential work
- Ability to interpret and handle routine matters in accordance with agency policy
- Ability to follow oral and written instructions

The Human Capital Management Division of the Office of Management and Enterprise Services must certify all applicants as eligible for this position. The Oklahoma Department of Libraries is an Equal Opportunity Employer.