



## Notice of City Employment

### Applications with resumes accepted from February 22nd, 2018 to February 28<sup>th</sup>, 2018

Position: Assistant to the Librarian

Work Hours: Variable Hours. 15-20 hours a week. (variable and additional hours in cases of emergency, sickness and vacation)

Salary: \$8.50

Applications can be picked up at City Hall or downloaded from the City's Webpage at [Sesser.org](http://Sesser.org).

#### Duties:

- Responsible for maintenance of library records associated with the operation of the City Library as required by ordinances of the City of Sesser and all other agencies of vested interest. (State/Federal, etc.)
- Prepare, tabulate and disseminate library fees. These actions shall be shall be completed as established by city ordinances.
- Shall make in a timely manner all monetary deposits to the City Treasurer that have been established by the City of Sesser for the maintenance of city funds.
- Document all monetary transactions relating to the operation of the City Library and complete all required reports relating to the City Library as required by the City of Sesser, State of Illinois and the United States Government.
- Shall be responsible for ordering and maintaining supplies needed to carry out the assigned duties of the City Library.
- Shall perform other duties as assigned by the Librarian, Library Board and the Mayor.

#### Minimum job requirements:

- Office Management or related field or equivalent work experience in an office setting.
- Good Public Relations Skills
- Knowledge and experience with computers including but not limited to Microsoft Office