

Administrative Coordinator

Quincy Public Library

Pay Range: \$18.71-\$21.42 per hour

Job Type: Full-time

Schedule: Monday–Friday, 8:00 a.m.–5:00 p.m. (occasional evenings and Saturdays as needed)

Posted:

Position Summary

Quincy Public Library is seeking a highly organized and detail-oriented Administrative Assistant to support the Executive Director and leadership team. The ideal candidate will be dependable, adaptable, and capable of managing multiple priorities in a dynamic public service environment. This position requires strong communication skills, accuracy, discretion, and the ability to work both independently and collaboratively.

Key Responsibilities

- Manage accounts payable (AP) and accounts receivable (AR), including bank deposits.
- Maintain financial records for Quincy Public Library and its affiliated organizations.
- Serve as Recording Secretary for all board and committee meetings; prepare minutes and maintain records for QPL, TQAPLD, and MWB Foundation.
- Assist with website updates and posting content according to the marketing team's schedule.
- Coordinate and manage room reservations on the library's internal and public calendars for meetings, events, and programs.
- Proofread and edit documents to ensure clarity, accuracy, and professionalism.
- Answer and direct incoming calls; provide courteous and efficient customer service.
- Schedule meetings, conferences, and staff training sessions.
- Create and maintain spreadsheets and databases to support administrative needs.
- Handle incoming and outgoing mail; maintain postage and postage meter supplies.
- Oversee library-wide office supply inventory and ordering.
- Serve as the Freedom of Information Act (FOIA) Officer for the library.

- Perform other duties as assigned to support library operations.

Qualifications

- High school diploma or equivalent required; associate degree or relevant coursework preferred.
- Minimum of one year of administrative experience (library or nonprofit experience a plus).
- Strong organizational and time-management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and basic financial software.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and exercise sound judgment.

Benefits

- Health, dental, vision, and life insurance
- Flexible spending account
- Paid time off (vacation, sick leave, and holidays)
- Illinois Municipal Retirement Fund (IMRF) participation
- Tuition reimbursement
- Professional development opportunities