

Mohawk Valley Library System

Position Description: Office Administrator

A full-time position that contributes to the mission of the Mohawk Valley Library System by providing administrative support for efficient system operations.

General Statement of Duties: The MVLS Office Administrator contributes to the efficient implementation of the MVLS mission by providing administrative support and leadership in the following areas:

- Facilitates a pleasant and productive office environment by maintaining adequate supplies, a welcoming environment, and a comfortable facility
- Performs accounting tasks including receipts, deposits, purchase orders, purchasing, invoicing member libraries and other clients, entering bills, preparing bills for payment and financial reporting.
- Supports human resources through payroll & timesheet management, benefits administration and maintaining necessary files, reports and notifications.
- Contributes to excellent customer service for member libraries by answering telephone calls, maintaining the website, managing schedules, and maintaining contact with members to facilitate effective communications.
- Contributes to MVLS services by assisting with projects, initiatives, and events including workshops, the Spring Symposium, grant programs, collaborative programs, and kit registration and distribution.
- Builds and strengthens relationships with member libraries by assisting with library programs, events and initiatives.
- Supports the board of trustees by facilitating meetings, keeping board minutes, maintaining board records, and organizing the board's annual meeting.

Typical Work Activities (Illustrative Only):

- Purchases and manages inventory of office and building supplies including paper, envelopes, soap, paper towels, etc.
- Assists with the management and distribution of MVLS Kits
- Assists member library staff with learning and using the [resource](#) reservation system
- Makes frequent contacts and visits with member libraries to keep current with their needs and assist with activities
- Maintains communication and contracts with vendors and service providers including lawn service, refuse & recycling, office equipment, security, HVAC, cleaners, etc.
- Contacts vendors as needed for repairs and occasional maintenance
- Updates and maintains portions of the organizational website
- Answers telephone inquiries, handles mail, email, in-person and other regular communications
- Performs regular accounting tasks for MVLS and the MVLS/SALS Joint Automation Project including receipts, deposits, purchase orders, purchasing, invoicing member libraries and other clients, entering bills, preparing bills for payment, and financial reporting
- Maintains all payroll records including timesheets, leave accruals, etc.
- Enters data and performs all activities with the payroll vendor for payroll processing

- Maintains records and performs all necessary reporting for employee records and benefits including NYS retirement and health insurance, etc.
- Maintains all office files and records
- Prepares reports, letters & documents as needed
- Provides scheduling, record keeping, copying, collating and other organizational tasks as needed for MVLS projects and events
- Provides support services for member libraries including die-cutting, disc cleaning etc.
- Provides support for all board meetings including taking minutes
- Maintains all records for the board
- Organizes the MVLS annual report and annual meeting
- **Performs administrative duties for the Foundation for Mohawk Valley Libraries including accounting, appeal preparation, and donor records**

Preferred Qualifications:

- AAS degree or certificate in Office Management, Business, Accounting, or a similar field of study
- Demonstrated experience working in an office environment, 3+ years preferred.
- Proficiency with MS Office applications, Google Drive, accounting software (QuickBooks) and WordPress. Experience with NYS reporting is desirable.
- Understanding of accounting principles and practices
- Excellent verbal, written, and visual communication skills, with the ability to tailor messages to different groups including member library staff, system trustees and coworkers
- Demonstrated commitment to customer service and equitable provision of services
- Excellent organizational skills
- Tact and courtesy in dealing with employees, clients, member libraries, and the public
- Able to work effectively individually and in a team-based environment

Last update: January 2026