The Administrative Support Services Coordinator assists the Finance Manager by providing administrative support to the Department. This position also serves as back-up to the Finance Manager in his/her absence.

This position is a high-level administrative position within the Chester County Library. This position is responsible for performing duties as our Human Relations (HR) liaison, including payroll, for the Chester County Library in accordance with the standards and procedures of the County of Chester. Additionally, this position is responsible for working with County Finance and the Controller's office for A/P processing, assisting with the annual budget and working with selected member libraries for financial matters.

This position requires: a hands-on knowledge of HR policies and procedures as well as general bookkeeping, strong customer service and interpersonal skills, excellent oral and written communication skills, and the ability to maintain composure in all public arenas.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI). A criminal background check is required.

Position Type
Full-Time, Exempt

Salary Information
$51,971.24 Annually

Shift
08:30AM – 04:30PM Monday - Friday

Weekly Hours
35

Deadline
Applications will be accepted until position is filled.

Other Information
Original posting date: January 2, 2024

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698