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Sonoma County Library
Announces an Employment Opportunity
BENEFITS AIDE (Account Clerk II)

THE POSITION

This full-time, non-exempt, confidential position will function as a Benefits Aide and provide clerical support in human resources and benefits. The position reports to the Human Resources Manager and is located at the Central Library in downtown Santa Rosa.

TYPICAL TASKS include, but are not limited to:

- ◆ Audit and reconcile benefit vendor invoices and request/process payments.
- ◆ Process benefit enrollment and change forms.
- ◆ Process retiree benefit invoicing.
- ◆ Maintain benefit forms and files.
- ◆ Respond to employee benefit inquiries.
- ◆ Send out COBRA notices.
- ◆ Generate leave of absence notices.
- ◆ Maintain Retiree files and other Administrative Services permanent files, including certificates of insurance.
- ◆ Prepare and distribute annual Open Enrollment Packet for retirees and employees.
- ◆ General typing and filing, assisting with other benefit and human resources functions on an as needed basis.
- ◆ Process mail for Central Branch Library.
- ◆ Distribute mail for Administrative Services Division.
- ◆ Use a variety of standard office equipment, including a computer, 10-key calculator and various financial spreadsheet and word processing software.

MINIMUM QUALIFICATIONS

Education and Experience: At least two years of experience working in an Administrative or Financial capacity that included preparing, processing, and maintaining benefit and/or accounting documents and records. Experience with benefits and payroll is highly desirable. Knowledge of and proficiency in Excel, Word, and proficiency on a 10-key calculator are required.

SALARY RANGE: \$17.90 - \$21.77 per hour

POSITION AVAILABLE: Monday, November 9, 2009

CLOSING DATE: **Monday, November 16, 2009**

APPLICATIONS: **An application and detailed resume are required.** Applications may be obtained:

- **ONLINE** via job pages at www.sonoma.lib.ca.us/libinfo/jobs or
- **E-MAIL** by contacting ppreston@sonoma.lib.ca.us.