

ADMINISTRATIVE ASSISTANT

Department: Library
Division: NA
Appointing Authority: Library Director

Grade: 8
Revision Date: 8/19
Bargaining Unit: C

Definition:

Performs routine, semi-complex or complex clerical, administrative, financial/bookkeeping and coordination responsibilities and duties in overseeing the general administrative support services of the Library; all other related work as required.

Supervision:

Works under the direction of the Library Director and Assistant Director.

Performs no supervisory functions.

Environment:

Varied work in a multi-task environment. Minimal physical effort required in performing duties under typical office conditions. Operates computers, printers, copiers, scanners, calculators, telephones and other standard office equipment.

Performs varied and responsible departmental functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations, grant(s) compliance as well as departmental policies, procedures and methods.

Has frequent contact with co-workers, other city employees, committees, Library Board of Trustees, Friends of the Library, outside organizations, and the general public.

Errors in judgment or duties may cause an adverse impact on employee morale or public opinion; confusion and delay, legal or financial repercussions, waste of public funds, and lower standards of library service for the city.

Essential Functions: *(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Performs a variety of responsible secretarial, administrative-support financial and other record keeping and computer applications work supporting the operations and administrative functions of the Library ensuring proper and professional daily administration and operations.

Maintains office files and establishes or updates filing systems as needed. Preparation and submission of reports including the preparation of special reports and forms, payroll file maintenance, general office filing, photocopying or other clerical or administrative duties, may include providing information for inquiries by telephone or in person.

Prepares time sheets and maintains payroll data for Library personnel. Serves as interior contact person and major liaison person between City Hall and the Library for personnel, payroll, accounting and budgeting information and processing;

Orders office and maintenance supplies.

Posts and records bills, invoices and expenditures. Prepares warrants for City Accountant's Office.

Maintains accurate information and communication with City Accountant's Office in the exchange of information and responds to questions regarding bills, invoices, expenditures, purchase orders and related matters. Reviews and records accounts for library fines, payment for lost books, etc. Prepares cash for weekly turn over to City Hall. Responsible for purchase orders sent to City Hall.

Handles daily correspondence, memoranda, documents, publications and reports, reviews incoming for appropriate referral, for knowledge and/or responses, receives and forwards calls and emails; may be responsible for office machines, including computers, printers, typewriters, photocopier, fax machine, etc.; if necessary calls for repair services.

Compiles and prepares reports, summaries and statistical data as required.

Performs other related or associated clerical, administrative and accounting duties as required or directed, all other duties as assigned.

Attends staff meetings, workshops and conferences that enhance skills relevant to this position.

May be necessary to work at the circulation desk as needed.

Minimum Qualifications:

Education and Experience:

Associates Degree in accounting, office management, business management or related field preferred. Two years of general office experience serving internal and external contacts and the public, preferably in a municipal environment; or a combination of education and experience that enables performance of all aspects of the position.

Knowledge, Ability and Skill:

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; Familiarity with MUNIS and other database programs and computer hardware and software systems; ability to learn discrete Library programs.

Knowledge of accounting and bookkeeping practices; knowledge of grant procedures.

Ability to interact in a positive and effective manner, and to establish and maintain positive work relationships with supervisors, coworkers, other departments, boards and commissions, the general public and personnel at

all levels of authority using principles of good customer service. Ability to manage intense or stressful situations during peak work periods.

Must be detail-oriented, able to balance accounts accurately, efficiently and speedily, and manage time effectively in order to meet requisite deadlines.

Ability to work independently and prioritize multiple on-going tasks.

Must perform all aspects of job responsibilities with honesty and integrity.

Physical Requirements:

Frequent standing, sitting, talking, walking, and mental concentration for prolonged periods required; frequent use of hands and fingers in operating/using various office equipment; occasionally required to lift and/or move objects or books of up to 15 pounds; specific vision requirements for this position include close vision for long periods of time and the ability to adjust focus.

Special Requirements:

Must successfully pass CORI/ SORI checks; may involve some night or weekend work as assigned.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

EXECUTED 08/29/2019 AND ON FILE IN THE HR DEPARTMENT

Human Resources Director

Date

Revision History: 10/72, 3/87, 8/91, 3/12,8/19

Department Head

Mayor

['C' Review: _____]