

POSITION: Administrative Assistant
DEPARTMENT: Administration
GRADE: 9
CLASSIFICATION: Part-time, non-exempt

I. SUMMARY

Under the general supervision of the Deputy Director, contributes to the daily operations of the Administration Office in a professional and efficient manner. Performs generally accepted clerical duties including assistance with payroll administration and/or accounts payable functions. Contributes to creating a positive environment and enthusiasm about the library.

II. DUTIES AND RESPONSIBILITIES

A. Primary duties and responsibilities: Administrative Support

- a. Prepares correspondence, memos, calendars, reports, etc. as directed by the Administration team
- b. Greets visitors to the Administration Office, answers telephone, and reserves meeting rooms for public and staff
- c. Assists with organizing and maintaining files and official library records; conforms with records retention requirements
- d. Stamps outgoing mail, sorts and routes incoming mail; orders postage for library mail and processes packages for delivery services
- e. Assists with assembling of Board materials and prepares for monthly Board Meetings; takes and transcribes minutes of Board meetings
- f. Promotes the library by practice of good public relations and performs other duties as assigned

B. Primary duties and responsibilities: Accounts Payable and Purchasing

- a. Prepares bill payments and prepares all necessary documentation and reports for external accountant for processing accounts payable and reconciling financial activities
- b. Oversees ordering and keeping accurate record of library supplies, including inventory of copy paper, general office, meeting/kitchen room supplies and office forms
- c. Collects funds from equipment and reconciles cash register receipts with money collected, prepares bank deposit slips, may be courier for deposit/change requests and provides all necessary reports and documentation to accountant for financial reporting
- d. Assists with preparation and purchases for in-house meetings

C. Primary duties and responsibilities: Human Resources and Payroll Processing

- a. Assists with payroll/HRIS administration and prepares all necessary documentation and reports for external accountant for processing payroll
- b. Assists in verification of vacation, sick and personal time availability for leave requests and management of accruals
- c. Performs general clerical functions, including filing, maintaining employment data, creating documents in Microsoft Word and Excel, maintaining records (paid time off, employee evaluations, organization charts, hires/terminations, continuing education, etc.)
- d. Assists in updating manuals by copying and distributing new manuals
- e. May assist in compiling timesheet hours

III. Knowledge, Skills, and Abilities Required

1. Embraces "Service at the level of WOW!" philosophy
2. Proficiency with Microsoft Office particularly Word and Excel
3. Ability to handle information in confidential manner
4. Ability to work and communicate effectively with staff and public via traditional and electronic means
5. Attention to detail; accuracy in mathematical calculation
6. Ability to keyboard with accuracy at a fair rate of speed
7. Ability to use standard office equipment, including postage machine
8. Strong organizational skills

IV. Physical Skills and Abilities Required

1. Demonstrated ability to use computer keyboard, telephone and office equipment
2. Ability to lift and carry 20 pounds
3. Must be able to read small print accurately

V. Qualifications for Position

1. High school diploma or equivalent
2. Ability to work occasional evenings or Saturdays if required
3. Must possess valid driver's license and proof of current insurance for library errands