

**JOB TITLE:** Administrative Assistant

**DEPARTMENT:** Administration

**LOCATION:** Main Library

**JOB SUMMARY:** Under the supervision of the Library Director, the Administrative Assistant performs a variety of tasks related to administrative, financial, and marketing operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides support to the Finance Manager, including but not limited to accounts payable, check filing and disbursement, purchase order processing and disbursement, and backup for payroll submission.
2. Provides support to the Marketing Specialist, including but not limited to proofreading, taking photos, generating social media posts, sharing content with other community organizations, and data entry.
3. Maintains personnel records, including completion of necessary paperwork for new hires and terminations, preparation of employment offer letters and generates various monthly staff list updates.
4. Coordinates the assembly of monthly Board packets for distribution prior to the meetings, handles Board meeting follow-up correspondence and sets up meeting room requirements for monthly Board meetings.
5. Responsible for office supply ordering, maintenance of office equipment and bulk mailings within the administrative office.
6. Serves as the official paper/digital record keeper for library administration including implementation and maintenance of records retention program for library, vendor and contract files.
7. Prepares bank deposits for circulation and print/copy fees.
8. Processes donations, gifts and memorials including annual endowment mailing.
9. Maintains key inventory and employee locker records.
10. Manages conference and meeting room reservations.

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11. Prepares business correspondence as required.
12. Places advertisements with media outlets for job opportunities and request for bids.
13. Answers administrative office telephone calls and routes appropriately.
14. Supervises arrangements and assists with library receptions, public meetings, special staff meetings, and library sponsored meetings.
15. Assists the Director, Assistant Director, Finance Manager, and Marketing Specialist with any special projects or assignments.
16. Prepares and updates various procedure manuals.
17. Contributes to a positive working environment and organizational unity by communicating to peers and supervisors within the library.
18. Other duties as assigned.

### **QUALIFICATIONS:**

1. Minimum of an Associate's degree required, with additional training and/or experience in administrative, clerical, and financial operations.
2. Two years relevant administrative work experience required.
3. Demonstrated competency in Microsoft Office Suite and Google products. Specific knowledge of MS Word and MS Excel is required.
4. Understanding of the principles of basic accounting; payroll administration.
5. Understanding of the principles of basic marketing; social media.
6. Ability to work with minimum supervision.
7. Excellent organizational and interpersonal skills.
8. Accuracy and skill in keyboarding, spelling, and English grammar. Ability to do detail-oriented work.
9. Experience in preparing business-related correspondence. Strong writing skills. Experience in editing/proofreading.

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10. Ability to maintain the confidentiality of library records and administrative matters.
11. Ability to maintain positive and proactive customer service behaviors at all times.
12. Ability to promote and maintain effective relationships with other staff and to work in a team environment.

### **PHYSICAL ACTIVITY REQUIREMENTS:**

*(Degree of physical demands (strength) usually associated with the essential functions of the position)*

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Light Work usually requires walking and standing to a significant degree. The type of physical demands usually associated with the essential functions of this classification are: stooping, kneeling, crouching, reaching overhead and horizontally, handling, fingering, feeling, talking, hearing and seeing.

### **REPORTING RELATIONSHIPS:**

This position works on a daily basis with the Director, Assistant Director, Finance Manager, and Marketing Specialist. The Library Director serves as the direct supervisor.

There are no supervisory responsibilities associated with this position.