

## **ADMINISTRATIVE ASSISTANT**

**GENERAL STATEMENT OF DUTIES:** The Administrative Assistant performs complex and responsible fiscal duties calling for independent judgment. Under direction, assists Library Director in budget preparation and control and in basic records management and analysis. Other responsibilities include the areas of office management and building maintenance.

**SUPERVISION RECEIVED:** The Administrative Assistant shall receive direction from the Library Director.

**SUPERVISION EXERCISED:** The Administrative Assistant, in the absence of the Library Director, is responsible for working with the ranking librarian to coordinate scheduling and the general operation of the library.

### **EXAMPLES OF DUTIES:**

1. Operates and maintains library accounting systems, posting ledgers and preparing accounting and financial reports reflecting the status of the library and the Friends Foundation accounts and funds.
2. Coordinates preparation and flow of payroll documents to the City; reviews payroll timesheets and submits them by Monday at 10am after the close of the pay period.
3. Reviews supply requests, secures quotes/bids from vendors; order supplies as needed and to ensure the goods are received as ordered and prior to payment of bills.
4. Maintains the meeting room calendar with additions, deletions and changes and coordinates the use of the space, along with communicating the policies of the meeting spaces to patrons who use them. A weekly meeting room schedule is printed and distributed.
5. Maintains accurate and adequate records: financial, personnel, statistical, acquisitions, and all accounts of the Friends Foundation including, but not limited to, purchasing, record keeping, investments, monthly financial reports and maintaining grant-funded project records.
6. Deposits all monies received with proper coding; meets with auditors at the end of the fiscal year; maintains the Board of Trustees checkbook and account, which includes drafting the appropriate amount of money into the Principal Financial retirement account on behalf of each participant. Also, pays all library and Friends Foundation bills in a timely manner.
7. Records and maintains patron credit card transactions, moving money as necessary to keep all accounts in check. In addition, tracks all staff credit card usage and makes sure the statement matches the receipts received, coding each payment and paying the bill on time.
8. Assists the Director in the preparation of the annual budget; assembles comparative revenue and expenditure data for prior years; assists in the compilation of financial estimates.

9. Assists with the preparation of monthly, quarterly, and annual reports.
10. Performs delegated building maintenance responsibilities.
11. Serves as an additional contact with system software companies and works with Technology Coordinator with systems orders and maintenance contracts.
12. Prepares for and attends the Board of Trustees meetings, serving as the meeting note taker.
13. Prepares the monthly financial statements for the Friends Foundation Board and sends out these reports prior to each meeting.
14. Maintains a notary license and serves as a public notary.
15. Becomes a passport agent and oversees the annual certification and sharing information from the Department of State as required. Additionally, makes sure new agents are trained and any agents who leave the library are deleted from the list of agents.
16. Performs duties necessary in the interest of public safety and the achievement of efficient library operations.

(This list is not absolute, nor restrictive, but indicates approximate duties which may be redefined pursuant to operational needs.)

**EDUCATION AND EXPERIENCE:** 4-year college degree required. Accounting or business management is preferred. Prior experience in bookkeeping or office management will also be considered.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Typing accuracy at a minimum of 50 wpm.
2. Aptitude for detail work.
3. Extensive knowledge and use of Microsoft Office, Adobe products, and G-suite.
4. Excellent oral and written communication skills.
5. Considerable knowledge of office methods, practices, procedures, and equipment.
6. Ability to carry out, without supervision, continuing assignments requiring the organization of material, the preparation of reports, and the making of decisions.
7. Ability to establish and maintain effective, positive working relationships with other employees, public officials, library patrons, and the general public.
8. Knowledge of governmental organizations at federal, state, and local levels.
9. Ability to modify accounting procedures consistent with the fiscal and operating requirements of the library.
10. Knowledge of building and facility maintenance and repair processes.
11. Good knowledge of principles of budgeting, procurement, and supply administration.
12. Ability to understand and follow complex written and oral instructions.
13. Ability to maintain confidentiality of patron and personnel information.

**DESIRABLE PERSONALITY TRAITS:** Acceptance of all personality types, patient, friendly, efficient, dependable, calm, curious, ability to learn new technologies, observant, empathetic, sense of humor.

**WORKING CONDITIONS & PHYSICAL REQUIREMENTS:** Job requires 40 hours/week. Evening and weekend hours may be required to perform special assignments. The position requires clarity of speech and hearing, which permits the employee to communicate effectively. Vision, which permits the employee to produce and review a wide variety of library materials, written correspondence, reports, and related materials in both electronic and hard copy form. Manual dexterity, which permits the employee to operate a keyboard and any other assigned equipment to complete tasks. Personal mobility, which permits the employee to monitor and perform assigned library operations. Must be able to sit for long periods throughout the workday, lift up to 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop, and reach shelving from floor level to 6 feet high, and stand or walk for at least 1 hour at a time.

**BENEFITS & PAY:** Position pays \$18-20/hour, DOQ. Full-time positions offer paid holidays, sick and vacation leave, and an optional retirement plan. Employees also receive employer-paid health and dental insurance, an estimated value of \$8,000/year. At their own cost, employees can sign up for spouse and dependent coverage.

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