

JOB DESCRIPTION

JOB TITLE: Administrative Assistant to the Director

STATUS: Grade 5, up to 19 hours per week

SUPERVISION RECEIVED:

Library Director

SUPERVISES EXERCISED:

May be called upon to supervise Library staff in the absence of the Library Director.

DISTINGUISHING CHARACTERISTICS:

Serves as Assistant to the Director of the town library. Performs accounting and administrative duties as directed. Supports general library staff as needed.

- Assists at the circulation desk, Reference Desk, and Children's Room as needed; assists patrons with various questions; provides ready reference.
- Answers telephone inquiries
- Establish relationships with vendors.
- Assists patrons with the use of library equipment; instructs patrons in the use of the online catalog.
- Operates library computers and other standard office and library equipment.
- Has access to confidential information concerning patron records and use of library material.
- Has access to confidential information concerning staff personnel records in the absence of the Library Director.
- Position requires working at least one evening during the week and Saturday rotation.

ESSENTIAL FUNCTIONS:

1. Financial/Accounting Responsibilities

- Prepares and processes weekly and monthly bills according to the appropriate town and library procedures.
- Prepares bills for submission to the Board of Trustees for payment by town or trust funds.
- Prepares vouchers; posts paid bills to ledger; performs follow-up work on bills; reviews statements for accuracy.
- Prepares weekly payroll and monthly employee reports in the absence of the Director; collects fees and submits monies to the town's treasurer office.
- Maintains accounting detail records for monthly Trust Fund expenditures.
- Maintains accounting detail records for town and grant monthly operating expenditures.
- Produces reports detailing monthly expenditures from Trust funds and Town Operating budget for Trustee meetings.
- Provide staff with monthly reports.
- Assists in inventory purchases and monitors expenditures to keep budget in balance.

2. Administrative Responsibilities

- Responsible for all administrative functions of the library in the absence of the Director.
- Performs basic secretarial functions including filing, letter and memo writing. Prepares various documents and forms of communications from rough draft or general instructions.
- Contacts other town departments, vendors, contracted service companies, funding sources, and/or local officials as needed or directed.
- Assists the Director with special projects.

3. Library Duties

- Checks materials in and out at the circulation desk; registers new patrons and assists in patron record keeping and updates; answers telephone; assists with reserves and overdue materials.
- Assists patrons in the use of on-line catalog, library databases, and information systems; refers patrons to the reference department for those requiring more detail reference requests; assists patrons on book selection through reader advisory techniques.
- Advises patrons' on downloadable materials and devices; troubleshoots problems with library materials and electronic devices.

- Replaces books on shelves according to prescribed system; reads shelves to ensure that books are placed in proper spaces.
- Provides ready reference and readers' advisory to Children's Room.
- Position requires covering all desks when needed and a Saturday rotation.
- Attend staff meetings.

TOOLS AND EQUIPMENT USED:

Phone, personal computer including MS office professional, (Word, Excel, PowerPoint and Publisher), and other software packages; public computers and databases including library catalog system; and any other useful technology tools required to ensure the success of the library. Various office equipment, which include copy machine, scanner, laminate machine, fax machine, printers, paper cutter, and other useful tools. Operates the audiovisual equipment that is located in the library meeting room and is able to make presentations or train staff.

PHYSICAL DEMAND:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Office environment with constant use of computer and telephone. Lifting associated with filing library material, prolonged periods of standing and sitting. Frequent walking.
- While performing the duties the employee is frequently required to stand, sit, talk and attentive listening. The employee is required to have mobility in order to move about the office and to service the public.
- Specific vision abilities required by this job include close vision, the ability to adjust focus and may spend long periods at a computer monitor.
- May experience regular interruptions to assist library patrons, vendors and other service groups.
- Able to develop strategies to conduct successful patron interview.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Associates Degree in Business Administration or related field.
- Minimum 2 years experience in related work.

Knowledge, Skills and Abilities:

- Strong customer service skills.
- Knowledge of the principles and practices of library work, along with familiarity with library automation.
- Must have strong interpersonal skills, clear communication skills, be cooperative, and have a positive attitude.
- Ability to assist Director in preparing library information to present to elected officials, finance committee, funding authorities and community groups.
- Expertise in using Microsoft Office. Must know how to use basic office and library equipment.
- Ability to work in a confidential, professional manner.

WORK ENVIRONMENT:

Work is performed under typical office and library conditions. Occasional light to moderate physical effort required in carrying and shelving books, and in performing other typical library functions. Intermittent standing, walking, bending, crouching, reaching, climbing and similar activity as related to library work will be required. Able to listen and communicate well in a busy environment.

Has contact with children, young adults, the general public, schools, various organizations and human service agencies.

OTHER CONSIDERATIONS:

- Submission of an application, rating of education and experience, oral interview and reference check.
- The duties outlined above are intended only as illustration of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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