

Crete Public Library District

Position Description: Administrative Assistant

Status: Full-time non-exempt

DEFINITION: Under the direction of the Executive Director, responsible for a variety of professional work related to human resources, purchasing, record retention, and correspondence, and serves as a recording secretary to the Library Board of Trustees. Serves on the library management team.

- Provides consistent gracious and friendly service to internal and external customers.
- Understands and enforces library policies and procedures while safeguarding confidential and restricted information.
- Actively pursues opportunities to increase knowledge of current technology and library trends.
- Exhibits a willingness to go above and beyond the call of duty to meet patrons' requests and to promote a positive image of the library throughout the community.

DUTIES AND RESPONSIBILITIES:

1. Provides clerical support to the Executive Director.
2. Processes payroll; maintains time records; prepares payroll changes.
3. Orders and maintains office supplies for library and keeps inventory.
4. Maintains database files of lists, does mailings and miscellaneous correspondence.
5. Acts as Library Board of Trustees' recording secretary; attends Library Board meetings; takes and prepares minutes.
6. Assists in compilation of month Library Board packets.
7. Acts as liaison to the Coffee Connection.
8. Compiles monthly statistics reports.
9. Responsible for room reservations.
10. Coordinates building maintenance operations.
11. Prepares annual Treasurer's Report.
12. Prepares information for annual library audit.
13. Prepares and distributes 1099s for vendors.
14. Organizes periodic shredding events.
15. Keeps work areas neat and orderly.
16. Attends appropriate meetings as assigned by Executive Director.
17. Performs other duties as assigned by Executive Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain effective working relationships with staff, trustees, vendors, and the public.

2. Ability to handle confidential and sensitive information with discretion, tact, and diplomacy.
3. Considerable knowledge of general office management and procedures.
4. Knowledge of PC and office software applications, including skill and accuracy in keyboarding.
5. Basic knowledge of bookkeeping principles and practices.
6. Ability to communicate effectively orally and in writing, in English.
7. Ability to manage and prioritize multiple tasks.
8. Ability to remain calm and effective in difficult situations.
9. Ability to adapt to and effectively manage change.
10. Ability bend, stoop, lift and carry.

QUALIFICATIONS:

1. Two years of college coursework in business operations and 2 years of office management experience.
2. Building facilities management experience preferred.
3. Willingness to work evenings and weekends.
4. Access to transportation.