

Job Description

Administrative Assistant

Name: _____ **Department:** Community Engagement & Programming

Pay Grade: F **FLSA Code:** Non-exempt

Reports To: Head of Community Engagement & Programming **Typical Schedule:** Varies

Last Updated By: Donna Dunn **Date:** 7/5/2017

Job Summary

Under the supervision of the Head of Community Engagement & Programming, this position performs a wide variety of administrative and clerical tasks to support the department. Activities range from general office services to the coordination of meeting room use and statistical reports.

This position does not have any supervisory responsibilities.

Essential Functions & Responsibilities

Primary

- Coordinates meeting room use by maintaining, scheduling, and organizing bookings for outside groups and staff
- Maintains meeting room online application files
- Works closely with Library Operations to develop a system for coordinating weekly room setups
- Collects required deposits and processes accordingly upon completion of the reservation
- Checks the meeting room and/or piano after the reservation
- Schedules piano tuning twice per year
- Assists Programming & Event Coordinators with the preparation and execution of library programs, as requested
- Contacts program registrants with email reminders, wait list notifications, or other communications, as necessary
- Assists with the scheduling of Program Assistants
- Analyzes department procedures for better efficiencies and productivity

- Compiles monthly and annual statistics for the department
- Attends, prepares, and distributes minutes from department meetings
- Assists with preparing periodic reports and other correspondence, as requested
- Orders and maintains inventory of office supplies
- Schedules meetings and events, as needed
- Performs general office services including but not limited to copying, filing, and other administrative tasks
- Participates in outreach events, Staff Association, and/or other committees, as requested
- Attends scheduled meetings and training, as required
- Maintains awareness of overall library functions, projects, and goals
- Represents the library in a positive fashion at all times

Secondary

- Participates in professional development and continuing education, as appropriate
- Keeps current on trends and issues in library practices and philosophy
- Understands and demonstrates the Standards of Public Service
- Performs other duties, as assigned

Education Requirements

The minimum level of formal education required to perform this job is checked.

- | | |
|--|---|
| <input type="checkbox"/> Some high school | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> High school diploma or GED | <input type="checkbox"/> Master's Degree/MLIS |
| <input checked="" type="checkbox"/> Associate's Degree | <input type="checkbox"/> Other: |

Training, Skills, Knowledge, and/or Experience

Required

- Minimum of three (3) years of successful administrative experience
- Excellent written and verbal communication skills
- Strong technology skills to include: Microsoft Windows and Office applications, Google Suite applications, Adobe products, computers, and basic office equipment
- Ability to adapt to evolving technology
- Demonstrated ability to handle confidential information and materials
- Skilled in database management and recordkeeping

- Ability to exercise initiative in problem-solving and referring questionable situations to the supervisor
- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
- Ability to plan, organize, and prioritize work assignments
- Ability to work independently or as part of a team
- Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library

Preferred

- Successful employment experience in a public library

Physical Requirements

	Constantly ($\frac{2}{3}$ or more of the time)	Frequently ($\frac{1}{3}$ - $\frac{2}{3}$ of the time)	Occasionally ($\frac{1}{3}$ or less of the time)
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending/stretching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stooping/kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching overhead (up to 75" high)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/carrying/moving (up to 50 pounds)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading/analyzing/interpreting data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing/working at a computer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving wheeled carts (100 lbs.) within or between buildings in all weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Scheduling

This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a regular weekly schedule is established, the needs of the Library may require schedule changes and flexibility.

Equal Employment Opportunity

The library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy, arrest record, protected order status, genetic information, or other non-job related criteria in any term, condition, or privilege of employment.

Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job functions may change as needs evolve.

Employee Signature

Date

