

ADMINISTRATIVE ASSISTANT (LIBRARIES)

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform specialized paraprofessional, non-librarian duties independently within prescribed responsibilities and under the supervision of the Director, Assistant Director and other Librarians. Incumbents act as a point of contact for the administration, the board of trustees and the general public. For the administration and the board, the incumbent functions in a highly confidential capacity to perform financial recordkeeping, prepare research reports and memoranda, maintain/digitize files and records, write correspondence, record meeting minutes, process mail and manage an inventory of supplies. For the general public, the incumbent organizes special events, coordinates library programs and is responsible for all library meeting room applications and reservations. The incumbent will regularly use of library catalog software and specific event scheduling software. They will make flyers, and digital marketing materials and update the website and social media. They also may act as a phone receptionist, making referrals as needed. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Make flyers and marketing materials;
- Updates the website and social media;
- Prepares memoranda, research reports and maintains files for the Library Director, administration and the board of trustees;
- Utilizes library catalog software to extract information required by the administration;
- Coordinates all library meeting room applications and reservations using specialized Evanced software;
- Organizes special events and coordinates library programs for the public;
- Maintains, organizes and digitizes library records for retention;
- Acts as the initial point of contact for the administration and board of trustees and any other library communication;
- Writes basic correspondence;
- Performs basic financial recordkeeping and maintains daily cash receipts;
- Acts as a phone receptionist and initial point of contact for all library related questions, referring more complex questions to a Librarian or appropriate departments;
- Records and transcribes board of trustees meeting minutes;
- Processes incoming and outgoing mail;
- Monitors, maintains and orders supplies as needed;
- Performs various administrative tasks in a highly confidential capacity as assigned by the Library Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of principles, practices and policies of library services and office management;
- Thorough knowledge of office terminology, procedures and equipment applicable to clerical library work;
- Thorough knowledge of common office software programs used for word processing, spreadsheets and databases;
- Good knowledge of digital marketing software, website maintenance software and social media posting processes;
- Good knowledge of library catalog software and event scheduling software;
- Good knowledge of business arithmetic and English;
- Ability to represent the library to the general public with tact and courtesy;
- Ability to do library research;
- Ability to follow oral and written instruction;
- Ability to prepare written reports;
- Ability to troubleshoot and solve problems that commonly arise in a library;
- Ability to get along well with subordinates and others and to secure their cooperation.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with at least a Bachelor's Degree and two (2) years of clerical experience in a library setting OR two (2) years of paid experience in graphic design or digital marketing.

Juris. Class: Competitive

ACCS Adopted: 9/16

Last Revised: 9/24

PRINT NAME:

DATE:

SIGNATURE: