

Chatham Area Public Library District

JOB DESCRIPTION

Title: Administrative Assistant
Title of Supervisor: Library Director

JOB SUMMARY:

The Administrative Assistant supports the administration of the Library in a private, timely, accurate and efficient manner, assisting with administrative and human resource activities and performs clerical functions of the Library in accordance with the Library mission and vision. The Administrative Assistant is ultimately responsible for providing administrative support for the Library Director; and on behalf of the Library Director with staff, boards, vendors and outside organizations. In performing these responsibilities, the Administrative Assistant demonstrates a strong commitment to excellent customer service and attention to detail.

JOB DUTIES AND RESPONSIBILITIES:

Essential Duties:

- Supports the library's policies, procedures, goals, and objectives
- Communicates on behalf of the Library Director to patrons and staff by email, phone or in-person
- Opens, sorts and distributes incoming correspondence
- Assists with in-house and outside mail preparations, including the quarterly newsletter
- Orders building and cleaning supplies and stocks the kitchen, staff lounge and meeting rooms
- Responsible for providing information to the Director on needed building, furniture and equipment repairs and maintenance for Library and follows through on making arrangements for maintenance activity. Creates and maintains a log of all building and equipment repairs and/or replacements
- Assists Library Director and Department leadership staff in hiring process by advertising, screening, interviewing and training/orientation of new employees at the Library. Is responsible for maintaining human resource records
- Acknowledges donors of memorials and other contributions
- Assists in the preparation of the meetings of the Board of Trustees
- Attends all board meetings, creates draft of meeting minutes for the Secretary and Director to review, serves as administrative liaison to the Board of Trustees, follows-up on board actions as assigned
- Organizes and maintains files and records, both paper and electronic; complies with the Local Records Act regarding disposal of records
- Assists with special events, programs, meetings, etc. for the Library Director, including art shows and fundraisers. Makes certain that all practical steps required to ensure a

successful meeting/program/event are undertaken and that appropriate records are maintained accordingly

- Attends and contributes to departmental/staff meetings and creates a draft of meeting minutes for the Library Director to review
- Reviews existing administrative processes and initiates or recommends changes
- Takes part in special projects, committees and other duties as assigned

Secondary Duties

- Handles Library District public notices and files legal documents with the proper agencies
- Compiles and posts the administration department's schedules and works on the staffing schedules in cooperation with department heads
- Assists the Board of Trustees and Library Director in Trustee elections and appointments by advertising openings, coordinating interviews, organizing orientation materials and ensuring that all legal requirements have been met
- In absence of the Library's Bookkeeper, manages routine financial transactions and payroll duties
- Maintain and updates Board, Friends of the Library and Library Foundation files and records
- Seeks and researches grant funding for Library
- Coordinates special library staff committees, including holiday party, staff in-service and assists the Library Director in creating a team-oriented environment for staff members

POSITION QUALIFICATIONS

Education:

- College level coursework in business related studies, secretarial or administrative experience preferred

Experience:

- Previous experience working with members of the public and as a team member in an office setting is required
- Minimum of two years of related secretarial, administrative, and/or business office work experience required

Knowledge of:

- Microsoft Office, email, and familiarity with web-based searching and applications are required;
- Familiarity with QuickBooks strongly preferred;
- General procedures relating to the gathering and analysis of data and the preparation of reports;
- Human resources processes and practices;

- Local government organization, functions and activities.

Skills and Abilities

- Ability to coordinate complex filing;
- Express ideas clearly and concisely in writing and orally;
- Take and transcribe clear and concise minutes of meetings;
- Ability to exercise tact, leadership and independent judgment;
- Strong time management skills;
- High standards of accuracy;
- Ability to deal with regular interruptions and multiple tasks;
- Demonstrated ability to maintain confidentiality;
- Ability to proofread for punctuation, spelling and grammar; excellent written, organizational and oral communication skills;
- Friendly, outgoing personality with ability to relate positively with staff and patrons in a pleasant, mature and courteous manner;
- Ability to work without minimal supervision and to stay on task.

WORKING CONDITIONS

- Work is performed primarily in an office environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time.
- Various repetitive actions and extensive use of computer monitors and keyboards
- Physical exertion may be required to lift office supplies and library materials.

This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.