

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. In performing these responsibilities, the Administrative Assistant demonstrates a strong commitment to confidentiality, excellent customer service and attention to detail.

JOB DUTIES AND RESPONSIBILITIES:

Essential Duties:

- Communicates on behalf of the Library Director to patrons and staff by email, phone or in-person
- Schedules meetings for the Library Director, coordinates calendar
- Opens, sorts and distributes incoming correspondence
- Assists with in-house and outside mail preparations, including the quarterly newsletter, art show invitations and more
- Assists the Director in coordination of building and equipment repairs, includes communicating with building vendors. Creates and maintains a log of all building and equipment repairs and/or replacements
- Orders building and cleaning supplies and stocks the kitchen, staff lounge and meeting rooms
- Acknowledges donors of memorials and other contributions
- Assists in posting employment openings, the handling of job applications received, the coordinating of interviews and orientation. Files human resource records
- Assists in the preparation of the meetings of the Board of Trustees
- Attends board meetings, creates draft of meeting minutes for the Secretary and Director to review, serves as administrative liaison to the Board of Trustees
- Organizes and maintains files and records, both paper and electronic; complies with the Local Records Act regarding disposal of records
- Be familiar with, uphold and apply Library policies with good judgment
- Assists with special events, programs, meetings, etc. for the Library Director. Makes certain that all practical steps required to ensure a successful meeting/program are undertaken and that appropriate records are maintained accordingly
- Assists in coordinating volunteers

- Attends and contributes to departmental/staff meetings and creates a draft of meeting minutes
- 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
- Coordinates filling of trustee vacancies and interview process
- In absence of the Library's bookkeeper, manages routine financial transactions and payroll duties
- Maintain Board, Friends and 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

- Minimal requirements for the position include a high school diploma or equivalent
- College level coursework in business related studies, secretarial or administrative experience preferred

Experience:

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

Knowledge, Skills and Abilities:

- Computer skills (fast and accurate keyboard and data processing); proficient with Microsoft Office programs such as Word, Excel and Outlook
- Familiarity with QuickBooks is preferred
- 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 exercise tact, leadership and independent judgment
- Good interpersonal and customer services skills
- Strong listening and communication skills

- Good organizational and time management skills
- High standards of accuracy
- Ability to deal with regular interruptions and multiple tasks
- Demonstrated ability to maintain confidentiality

WORKING CONDITIONS

- Normal library working conditions
- Various repetitive actions and extensive use of computer monitors and keyboards
- Occasional lifting and carrying of light to moderately heavy materials.

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