MARSHFIELD PUBLIC LIBRARY

JOB DESCRIPTION ESTABLISHED: July 1993

TITLE: Administrative Assistant REVIEWED/REVISED: 1/26/06, 3/8/16

SECTION: Business Office

SUMMARY

As part of the administrative support team, and under the general supervision of the Director, the employee in this position is responsible for the operation of the Business Office including financial, personnel and official board records. The position requires a thorough knowledge of the procedures and policies of the library as well as a high degree of confidentiality. Employee is supervised by the Library Director and supervises the Library Assistant III in the Business Office and temporary help as assigned.

DUTIES/EXAMPLES OF WORK

MAINTAINING ALL FINANCIAL RECORDS (50%)

1. Collects, checks and codes all invoices and enters into computer database.
2. Prepares vendor list and bills for payment for Board and Comptroller.
3. Balances City account reports with library accounts.
4. Collects, balances, and deposits all library revenues including cash register, copy machines, reader printer.
5. Receives, records and deposits all Foundation revenues.
6. Sends acknowledgment letters for Foundation donations.
7. Responsible for petty cash fund.
8. Responsible for pick-up and distribution of payroll.

MAINTAINING ALL BUSINESS OFFICE AND BOARD RECORDS AND FILES (40%)

1. Maintains official personnel files including records of sick leave, vacation, holidays, personnel evaluations, promotions, discipline, etc.
2. Explains and interprets policy concerning employee benefits and payroll when routine questions arise. Acts as liaison with Finance Department on routine matters.
3. Responsible for the in-processing of new employees.
4. Verifies accuracy/arranges for corrections of time cards for Director’s review.
5. Interprets and disseminates communication between Director and staff – alerting Director or appropriate staff member when problems are perceived.
6. Records and prepares Board and Foundation minutes for approval.
7. Maintains record of committee and board actions and relevant documents for

Board and Foundation.

1. Maintains file of incident reports.
2. Keys in reports and correspondence as required by Director.
3. Prepares packets for Board mailings.
4. Maintains computer mailing list for Friends of the Marshfield Public Library newsletters and MPL events.
5. Maintains computer mailing list for Foundation donors.

OTHER (10%)

1. Maintains the library phone system as needed.

KNOWLEDGE AND ABILITIES

1. Knowledge of office and business procedures.
2. Ability to key 50 words per minute with high accuracy.
3. Familiarity with and ability to operate microcomputer word-processing, database and spread sheet programs.
4. Ability to operate standard business machines.
5. Must be able to work well with others, exhibit a high degree of confidentiality, and be adaptable to shifting priorities.

# PHYSICAL DEMANDS OF POSITION

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Fingering: keyboarding, writing, filing, and sorting.
5. Handling: processing, picking up and sorting mail.
6. Lifting and carrying: 50 pounds or less.
7. Pushing and pulling: objects weighing 60-80 pounds on wheels.
8. Sitting, standing, walking, climbing and stooping.
9. Talking and hearing; use of telephone.

# MENTAL REQUIREMENTS

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor.
3. Ability to deal with abstract and concrete concepts.
4. Ability to interpret technical regulations and instructions.
5. Communications skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
7. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
8. Time management: set priorities in order to meet assignment deadlines.

ENVIRONMENTAL/WORKING CONDITIONS

1. Regular weekday hours, monthly early mornings and occasional weekend hours.
2. Inside work environment.

EQUIPMENT USED:

Calculator, cash register, personal computer, printer, copy machine, fax machine,

telephone, typewriter, coin-ops, dolly, book truck, other equipment as technology advances.

# EDUCATION AND EXPERIENCE

1. High school diploma.
2. Two years of post high school technical training related to job requirements including course work in office procedures, business correspondence and bookkeeping.
3. Familiarity with and ability to operate microcomputer word-processing, database and spreadsheet programs. (Specifically Microsoft Word, Excel, and Access).
4. Minimum of one year experience as an administrative assistant or secretary/bookkeeper.
5. Valid WI Driver’s License.
6. Experience with purchasing supplies and maintaining inventory desirable.