Sauk City Public Library

**Position Title: Administrative Services Coordinator**

**Reports to: Director**

**Category: Part-time, Non-exempt, Benefits Eligible**

**Date:**

**Overview**

Under the general direction and supervision of the Library Director, the Administrative Services Coordinator is responsible for providing and coordinating office administrative support; responsible for other duties such as assisting in processing accounts, budget and bill preparations, purchasing, and related functions.

**Essential Functions**

Assist the Director by coordinating office details and handling routine administrative duties.

Maintains Library records.

Purchases supplies and equipment as requested with approval of Director.

Makes sure building, grounds and library equipment are in working order; oversees routine maintenance of building and equipment. Orders repairs as needed with approval of Director.

Assists in keeping financial records and library statistics; Assists in preparing reports for the Board of Trustees.

Performs routine library services such as receiving and loaning books; Performs routine filing of books, periodicals, and other materials.

Checks returned items for damage; Receives overdue fines; Processes library card applications; Reserves books and materials.

Operates computers and auxiliary equipment in routine duties.

Responds to general information requests in person and by telephone.

Processes books and materials.

Assists in preparation of book and document exhibits.

Maintains special records or sections of the library as assigned.

Organizes work according to established procedures.

Receives oral or written instructions from Director. Reports work accomplished to Director.

Maintains library confidentiality regarding patron and staff records and information. Follows the principles of intellectual freedom.

Performs other tasks as assigned.

**Knowledge, Skills and Abilities**

Must be familiar with standard office equipment including personal computers and word processing, spreadsheet, and database software and be able to learn and implement library specialty software systems and procedures.

Must be able to perform basic accounting and mathematical computations with a high degree of accuracy.

Willingness to work a variety of hours including evenings and weekends.

Working knowledge of internet searching and Microsoft Office.

Ability to learn automated library circulation systems and online databases.

Willingness to respect the privacy of patrons and coworkers and support the principles of intellectual freedom.

Excellent communication and organizational skills.

Ability to interact in a positive effective manner with coworkers, the Director, the Board of Trustees and the general public.

Ability to perform with minimum supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability and timeliness.

Ability to adapt to multiple demands and changing priorities, and be willing to learn new methods and ideas.

**Qualifications**

Minimum: Bachelor’s degree or any equivalent combination of education and experience; minimum of three years progressively responsible office, account, customer service, or administrative experience. Desired: Library or accounting experience.