**CITY** **OF** **SUN** **PRAIRIE** **JOB** **DESCRIPTION**

**Administrative** **Assistant**

**DEPARTMENT:** Library **CLASSIFICATION:** Non-Union

**REPORTS** **TO:** Library Director **REVISION** **DATE:** March 24, 2015

**GENERAL** **PURPOSE:**

Manages a variety of information and documentation for all library staff; ensures that library information is processed promptly and accurately; performs routine clerical work, including the compiling, recording and filing of daily information for quick access. Maintains and records all library financial data and transactions. Prints statistical reports. Assists in PR functions, such as web management and design; maintains contact information, provides correspondence and orders, posts and prints graphic materials. Oversees meeting room reservations.

**ESSENTIAL** **JOB** **FUNCTIONS:**

•Maintains all library trust fund data and transactions. Uses existing QuickBooks database to enter deposit transactions. Prepares check requisitions. Prepares invoices and reports for monthly Library Board meetings. Prepares documentation for annual audit. Collects, balances and accounts for monies collected or due the City and/or Library Trust, using city databases, Laserfiche, Microsoft Excel and Microsoft Access.

•Performs keyboarding and data entry, including memos, letters, reports, correspondence and meeting minutes as needed by library director and staff.

• Manages and tracks meeting room reservations, closely following library policies. • Updates mailing lists; prepares and sends digital and print form letters and related

information for mass mailing. This includes preparing the material to be sent out and making copies necessary by using photocopy equipment.

•Manages inventory for all inter-departmental Library office supplies, including ordering, tracking, receipt and delivery. Manages various office machines, including three photocopiers.

•Collects, compiles and manages all timesheet records and payroll.

•Manages daily mail transactions, internal mailbox organization and City Hall correspondence and delivery.

•Provides information when requested, answers general inquiries and serves as library contact.

•Facilitates various PR/marketing functions and web management functions using Drupal, Microsoft Publisher and other software as needed.

•Schedules and maintains calendar functions.

•Assists at Information and Circulation Desk, providing patron assistance and support. •Learns the library’s integrated library system software.

•Handles and deposits checks/cash.

**REQUIREMENTS** **OF** **THE** **WORK:** This position requires the ability to:

•Understand and execute oral and written instructions.

•Good bookkeeping skills required to maintain accurate records and comprehensive files. Requires a high school diploma or equivalent with clerical and mathematics courses, and several years of general office clerical experience. Bachelor’s degree preferred.

•Collect, collate and gather information and make computations that assist in department activities.

•Maintain confidentiality.

•Establish and maintain effective working relations with co-workers and the public.

•Make work-related decisions in accordance with department policies and regulations with a minimum of supervision.

•Keyboard a minimum of 45 wpm measured by a net score on a standard typing test.

•Familiarity with word processing, spreadsheet, and database programs as well as specialized bookkeeping software.

•Experienced Internet navigation.

•Flexible and adaptable to a fast paced office environment.

•Accuracy, organizational and attention-to-detail skills necessary. •Work nights and weekends if necessary.

•Driving required.

**WORK** **CONDITIONS** **AND** **PHYSICAL** **REQUIREMENTS:**

•Work is performed under general office conditions.

**APPROVED** **BY:**

Department Head Date

Human Resources Director Date

City Administrator Date

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.