**Administrative Assistant Job Description**

**Verona Public Library**

**Typical Responsibilities of Position**

Under immediate supervision of the Library Director and general supervision of library management personnel, performing clerical, supportive, and basic administrative duties.

**Duties/Examples of Work**

1. Processes approved bills, then forwards to City Finance Department for payment. Updates budget spreadsheet with approved bills and reconciles with City reports.

2. Processes approved time cards to payroll spreadsheet. Maintains internal time-off and salary vs. budget databases.

3. Schedules regular and impromptu building and equipment maintenance per the Director’s approval.

4. Directs repair or service contractor to the specific areas of the building that need addressing. Answers or attains answers to service questions.

5. Issues bills to patrons with fines and fees.

6. Mails holds notices and records and corrects bounced email notices and returned mail.

7. Goes to City Hall and other City departments as needed to deliver and pick up paperwork. Delivers weekly deposit of library funds acquired through fines, fees, donations, etc. to City Hall.

8. Creates reports using Microsoft Excel spreadsheets.

9. Takes and distributes minutes of internal Team and All Staff meetings.

10. Coordinates library volunteers. Arranges dates, times, regularity and availability with volunteers and matches them with volunteer tasks. Organizes and hosts annual volunteer appreciation event.

11. Assists in fundraising efforts by writing and sending personalized letters and thank you notes for donations.

12. Maintains donor database and records gifts received.

13. Writes and sends invitations for major events, exhibits, programs, and receptions.

14. Opens and sorts mail.

15. Prepares and posts signs for planned library closures and staff events.

16. Updates employee handbook.

17. Performs other duties as assigned.

**Knowledge and Abilities**

1. Ability to use the Microsoft Office Suite at an advanced or expert level.
2. Ability to use email, attachments, scanning, Google Drive, .pdf, image files, blogs, and other modern office computer communication tools.
3. Possess outstanding written and verbal communication skills.
4. Ability to maintain confidentiality of library patron information including present and past materials on an account.
5. Ability to follow detailed instructions.
6. Ability to maintain a regular work schedule.
7. Ability to gather statistics, analyze information and write reports.
8. Ability to operate library business machines properly.
9. Ability to understand library policies and procedures and apply them to library operations.
10. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
11. Possess outstanding interpersonal skills and the ability to maintain and foster cooperative and professional working relationship with peers and supervisors.
12. Ability to identify areas for improved service and recommend changes.
13. Willingness to maintain skills in above-mentioned areas by being receptive to coaching and through active participation in appropriate continuing education activities and opportunities.
14. Excellent knowledge of English grammar and spelling.
15. Spanish language fluency is a plus.

**Physical Demands of the Position**

1. Bending/twisting and reaching.
2. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
3. Lifting and carrying: 25 pounds or less.
4. Pushing and pulling: objects weighing 300-400 pounds on wheels.
5. Sitting, standing, walking, stooping, kneeling and crouching.
6. Reaching down to the ground and up to 80 inches in height with the aid of a footstool.
7. Near vision: Reading faded type, font size 12 or smaller on item labels.
8. Far vision: Observing patrons in need of assistance from a distance of 20 feet or further.
9. Occasional travel to meetings outside the library.

**Mental Demands of the Position**

1. Ability to stay organized and prioritize tasks.
2. Ability to apply technical knowledge.
3. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
4. Ability to deal with abstract and concrete variables.
5. Ability to interpret technical regulations and instructions.
6. Communication Skills: effectively communicate ideas and information both in written and verbal form.
7. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator and know when and how to use complex formulae with the use of spreadsheets to calculate needed data.
8. Reading Ability: effectively read and understand information contained in memoranda, e-mails, reports and bulletins, etc.
9. Time Management: set priorities in order to meet assignment deadlines.

**Environmental/Working Conditions**

1. Flexible work hours; daytime, evening, and weekend hours.
2. Inside work environment.

**Equipment Used**

computer, copy machine, fax machine, scanner, library automation system, telephone, book truck, paper folder, paper cutter, postal meter, and stepstool.

**Education and Experience**

1. At least two years of study at an accredited college, university or technical school.
2. Keyboarding and general office experience.
3. Previous library experience is a plus.

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