

TITLE	Sr. Associate - Administration
CLASSIFICATION	Grade 310, Facilitator/Associate Tier, Regular, Non-exempt
HOURS	Full Time (40 hours/week). Evening and weekend hours required on a rotation basis and as needed. Required to adapt to future schedule changes, given departmental and library-wide needs.

REQUIREMENTS

Education/Experience

BS/BA degree preferred. Specialized knowledge of various administrative functions such as purchasing, statistical reports and financial reviews. Experience performing administrative functions in a typical business environment.

Knowledge/Skills

Comfort, familiarity and basic usage skills in new information technologies, to include office software programs and spreadsheet/database programs. Strong written, verbal, customer service and interpersonal skills. Strong organizational skills with attention to detail. Ability to communicate and function effectively in a team-oriented environment. High ethical standards in dealing with public funds and confidential personnel information.

Working Conditions

Office work performed primarily inside the library facility. Occasionally required to attend meetings and training sessions outside of the library facility.

REPORTS TO Director

POSITION(S) SUPERVISED None

BRIEF DESCRIPTION

BASIC SUMMARY

Westlake Porter Public Library's mission is “. . . to educate, empower, enlighten, and excite by serving as premier knowledge provider, a family activity center, and Westlake's information and community commons.” This position assists in accomplishing the mission by providing excellent internal and external customer service in support of the effective daily operations of the library.

ESSENTIAL POSITION DUTIES**% Time****1. Administrative Support****75%**

- Serves as Administrative Assistant for the Library Director performing the following responsibilities: answers and routes telephone calls, coordinates and maintains files, processes ingoing and outgoing mail, processes office documentation, and schedules meetings and programs.
- Provides administrative support for the WPPL Board of Trustees: develops board meeting schedules, prepares meeting packets, schedules training, arranges for catered events, ensures that Trustees remain current on library-related news, attends all board meetings, compiles board minutes, updates board statistical summaries, and assists in the recruitment process of new board members.
- Provides for general administrative support for the Administrative offices to include ordering office supplies, purchase order development and maintenance, library statistics, staff communications and promotions, including the Staff Newsletter, processing mail, maintaining computer files and managing schedules.

2. Program Support**25%**

- Assists in the development, planning and implementation of various library programs to include: Annual State Report Statistical Database, WPPL Staff Development Team and Committees, training and staff program registrations and minutes, purchase order development and maintenance, staff communications and promotions, recruiting and employment processing, and community program support.

Communication and Teamwork**Ongoing**

- Serves as a positive member of the Administrative Services team by communicating effectively with coworkers and managers, by providing excellent customer service to the public and other departments, and by understanding and conveying the library's mission and values.
- Keeps informed of library activities and policies by attending general staff meetings, participating in regular department meetings, and by participating in training and development opportunities when appropriate and as requested or required. Keeps informed of current trends and issues in through memberships, trade materials, associations, etc.
- Performs miscellaneous related duties as needed by the library and assigned by the Library Director.

PHYSICAL DEMANDS CHECKLIST

PHYSICAL STRENGTH FACTORS:

- Lifting Yes No
- Pushing Yes No
- Pulling Yes No
- Carrying Yes No
- Reaching Yes No
- Gripping Yes No
- Does job require reaching above shoulders?
 Yes No
- Does job require reaching to floor level?
 Yes No

If yes, list maximum weight: _____

PHYSICAL MOBILITY FACTORS:

- Throwing Yes No
- Sitting Yes No
- Standing Yes No
- Walking Yes No
- Climbing Yes No
- Stooping/Bending Yes No
- Crouching Yes No
- Kneeling Yes No
- Crawling Yes No
- Twisting Yes No
- Balancing Yes No

SENSORY/PERCEPTUAL FACTORS:

- HEARING:**
- Conversation Yes No
 - Sounds Yes No
- VISION:**
- Far Yes No
 - Near Yes No
 - Color Yes No
 - Depth Yes No
- PERCEPTION:**
- Spatial Yes No
 - Form Yes No
 - Feeling Yes No

WORK ENVIRONMENT:

- Inside Work Yes No
- Outside Work Yes No
- Hot/Cold Yes No
- Fumes Yes No
- Traveling Yes No
- Working Alone Yes No
- Working in a Group Yes No
- Interacting with the Public Yes No

HAZARDS:

- Machines Yes No
- Electrical Yes No
- Sharp Tools Yes No
- Slippery floors Yes No
- Congestion Yes No
- Heat/Cold Yes No
- Dust/Vapor Yes No

OPERATE:

- Equipment Yes No
- Telephone Yes No
- Computer Yes No

ACCESSIBILITY FACTORS:

- Doors Yes No
- Aisles Yes No
- Tables Yes No
- Telephones Yes No
- Staff Room Yes No
- Bathrooms Public Yes No
- Drinking Fountain Yes No
- Parking Yes No