



Job Description Administrative Assistant

Department: Administration
Reports To: Director & Fiscal Officer
Job Classification: Full-Time, Regular, Non-Exempt, Salary Range \$11.00-\$18.00/hour

Job Summary: The Administrative Assistant provides confidential, clerical, secretarial and fiscal support to the Library Director and Fiscal Officer of the library.

Mission: We will serve our community by providing fun and educational experiences through our customer-focused staff and technology. The Administrative Assistant supports that mission by ensuring that all assigned duties are performed in the most effective and efficient manner, thus enabling the administrative team to provide the best internal and external customer service possible.

Personal & Professional Attributes: All Licking County Library employees are expected to exercise sensitivity when working with others, display common sense and good judgment, actively promote the Library to the public, uphold the highest level of confidentiality, honesty and integrity, and represent the Library in a positive and professional manner at all times.

Core Technology Competencies: All Licking County Library employees must have a demonstrated working knowledge of computer operations, standard office equipment (copiers, faxes, etc.) and must be able to perform simple searches on the Library's online catalog. In addition, all employees must be able to prepare basic documents using a word processing program and have the ability to comprehend and explain to others all Library services including those relating to e-media and e-media devices.

General Requirements: Along with the commitment and desire to provide excellent service to library patrons, all Licking County Library employees must have the ability to maintain predictable and regular attendance, work a flexible schedule including daytime, evening and weekend hours, communicate, comprehend and follow Library policy and procedure and develop and maintain positive working relationships with all internal and external stakeholders. All employees must be able to understand library wide operations, satisfactorily perform all of the responsibilities associated with a specific job title and meet the physical requirements of that same job title. All employees must have the ability to alphabetize and perform basic math operations. In addition, all employees must have the ability to work according to the priorities as established by Library Administration and/or the Library Board of Trustees and to adapt to change as necessary.

Minimum Education, Experience, and Licensing Requirements:

- High school diploma or equivalent required.
- Associates degree in business, accounting, or finance preferred or three years related work experience, or an equivalent combination of education, experience, and training.
- Valid Ohio driver's license and access to a vehicle to provide own transportation when participating in off-site Library business and activities.
- Must successfully pass a background check.

Minimum Knowledge, Skills, Abilities, and Other Characteristics

- Ability to maintain confidentiality of information.
- Excellent spelling, punctuation and grammar skills.
- Ability to follow verbal and written instructions.
- Some knowledge of basic accounting.
- Keyboarding, filing, and alphabetizing skills.
- Ability to operate Library computer terminal and other equipment.
- Ability to organize and prioritize workload.
- Efficient and taskmaster oriented.
- Ability to perform several tasks simultaneously and under pressure.
- Strong verbal, written, and telephone skills.
- Ability to establish and maintain effective relationships with patrons, staff, and the general public.
- Ability to work independently and with a team.
- Ability to perform detail-oriented duties accurately.
- Knowledge of and ability to communicate library policies, procedures, and techniques to the public.
- Ability to recognize and respond to potential dangers to patrons and staff.
- Ability to use Microsoft Office Suite and other software.
- Ability to perform the physical activities associated with this job.
- Flexibility in scheduling in regards to lunch breaks and length of work day.

Essential Duties:

- Assemble reports for the Director and Business Office such as board packets and annual reports to the State Library of Ohio and Public Library Association.
- Perform routine clerical duties such as filing various documents, word processing, reports, forms, photocopying, mass e-mails, regular postal mail, faxing, answering and screening calls, opening and stamping mail, compiling reports, posting and distributing minutes and reports, greeting and ushering guests, and training and assisting staff on operation of office equipment.
- Attend board meetings and record minutes, type draft, and prepare minutes.
- Assist with processing bills for payment, check stuffing and mailing.
- Prepare, set-up, and clean-up for board, committee meetings and other special events.
- Provide back-up for Deputy Fiscal Officer on daily cash counting in the morning and afternoon.
- Chair and serve on various library and community committees. (i.e. United Way coordinator)
- Assist with maintenance of folders and documents on Staff LAN and online payroll and human resource software ensuring all forms are current and easily located.
- Maintain and perform simple repairs on office equipment such as postage machine and photocopier.
- Assist with verifying data and preparing and printing financial and personnel information.
- Assist with timesheet changes using online system.
- Send notice of board and committee meetings to media.
- All other duties as needed or as assigned.

Additional Duties:

- May assist with processing bi-weekly payroll, receiving, preparing and depositing library funds, setting up appointments for Director or Fiscal Officer, and running library errands as necessary.
- May attend library continuing education activities and/or represent Library at conferences and area events.
- May represent library at community outreach events such as parades, festivals, etc.

JOB TITLE: Administrative Assistant

PHYSICAL DEMANDS WORKSHEET

STRENGTH		MOBILITY		SENSORY/PERCEPTUAL	
Lifting	Yes	Throwing	No	Hearing	
Maximum Weight	40lb	Sitting	Yes	Conversation	Yes
Pushing	Yes	Standing	Yes	Sounds	Yes
Maximum Weight	300lb	Walking	Yes	Vision	
Carrying	Yes	Climbing	Yes	Far	Yes
Gripping	Yes	Stooping	Yes	Near	Yes
Pulling	Yes	Bending	Yes	Color	Yes
		Crouching	Yes	Depth	Yes
Reaching		Kneeling	Yes	Perception	
Above shoulders	Yes	Crawling	Yes	Spatial	Yes
To Floor Level	Yes	Twisting	Yes	Form	Yes
		Balancing	Yes	Feeling	Yes

WORK ENVIRONMENT				ACCESSIBILITY	
Inside Work	Yes	Traveling	Yes	Doors	Yes
Outside Work	Yes	Working Alone	Yes	Aisles	Yes
Hot/Cold	Yes	Working in a Group	Yes	Tables	Yes
Fumes	Yes	Interacting w/Public	Yes	Telephones	Yes
Hazards				Staff Room	Yes
Machines	Yes	Operate		Public Restrooms	Yes
Electrical	Yes	Equipment	Yes	Drinking Fountain	Yes
Sharp Tools	Yes	Telephone	Yes	Parking	Yes
Slippery Floors	Yes	Computer	Yes		
Congestion	Yes				
Heat/Cold	Yes				
Dust/Vapor	Yes				

Understanding & Agreement: The job description reflects the general information considered necessary to describe the essential functions of the job, and shall not be construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job. It is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under her/his supervision. The use of a particular expression describing duties shall not be held to exclude other duties not mentioned that are similar kind or level of difficulty.

Revised: June 1, 2012

Board Approved: September 7, 2012

I understand and will effectively perform the duties & requirements specified in this job description.

Employee

Date