



Mansfield/Richland County Public Library

POSITION DESCRIPTION

Administrative Assistant to the Director and Payroll /Fiscal Specialist

Classification:	Business Office Support	FLSA Status:	Non-exempt (hourly basis)
Reports to:	Director	Class:	Non-exempt (hourly basis)
Salary Grade:	16	Department:	Administration
Effective:	10-1-14	Revised:	11-17-14

POSITION SUMMARY

The incumbent in this position is generally responsible for performing complex administrative tasks for the Director, Deputy Director, the Deputy Fiscal Officer, and the Human Resources Manager. The incumbent is a direct report to the Director and the Deputy Director.

QUALIFICATIONS

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| 1. Associate's degree in a relevant field of study or proven work record of increasingly responsible administrative duties over a minimum of 10 years. |
| 2. Valid Ohio motor vehicle operator's license. |

KNOWLEDGE OF

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| 1. MRCPL policy and procedures [to be acquired after hire or promotion to position] |
| 2. Bookkeeping procedures |
| 3. File management systems |
| 4. Office equipment operation |
| 5. Safe work practices |

SKILLS AND ABILITIES

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| 1. Attention to detail and accuracy |
| 2. Strong analytical problem-solving |
| 3. Advanced clerical work |
| 4. Demonstrated history of strong organizational practice |
| 5. Competency in business-related mathematics and computer-related applications, including spreadsheets, accounting, and other applications that MRCPL business operations use |

6. Professionalism
7. Positive interpersonal communication
8. Stress management practice
9. Working effectively in a busy office atmosphere with frequent interruptions
10. Maintaining strict confidentiality
11. Working independently with limited supervision
12. With reasonable accommodation, walking, standing, bending, stretching, lifting materials, including parcels weighing 20 – 40 pounds
13. Learning essential tasks and performing them consistently and well within 12 months after date of hire or 3 months after date of promotion

ESSENTIAL TASKS AND RESPONSIBILITIES

Note: The tasks listed below are illustrative, but not exhaustive, of the tasks performed by persons in this classification.

1. Performing Receptionist tasks: greeting visitors to the Business Office and answering telephone calls.
2. Creating, collecting, verifying, processing, inputting, reporting, transacting, and distributing employee records related to the entire payroll procedure, paid and unpaid time accruals, and associated record-keeping. Effecting online banking transfers and transactions for the direct deposit process.
3. Recording and routing payroll deductions; and maintaining appropriate records related to such deductions.
4. Routing mail to Departments and Branches throughout the system.
5. Taking meter readings for copiers at Main Library.
6. Ordering office supplies and office machines system-wide; and maintaining Supply Room inventory.
7. Preparing BWC, health care and life insurance billings and claims to be processed; filing insurance-related records and employee enrollment materials.
8. Processing OPERS and BWC disability and longevity retirement materials.
9. Processing Unemployment Compensation and COBRA claim filings and billings.
10. Processing records related to employee relations, including leave requests, pay adjustments, and the like.
11. Orienting new employees and newly-promoted employees, meeting with them to explain and assisting them with benefits adjustments, tax form completion, retirement form execution, explain the contents of the New Hire packet, and the like. Preparing personnel, benefits, and payroll files for each new employee; and amending such files of each newly-promoted employee to reflect the change in employment status.
12. Processing revenue collection; preparing cash drawers for the Main Library Circulation Desk; writing receipts; and making bank deposits.
13. Collecting, processing, submitting and reporting all 941 Quarterly Federal Tax Returns, quarterly OBES and ODJFS reports, having been solely responsible for creating and implementing the process for online transmittal.
14. Assisting the Fiscal Officer and Deputy Fiscal Officer to create and enter purchase orders, vouchers, and invoices, when necessary in the absence of the DFO.

15. Reconciling and processing each municipal tax entity monthly; submitting yearly reports to each.
16. Entering all receipts into the FinX finance system monthly.
17. Creating, processing, printing, and distributing all W-2 information and related processes.
18. Processing, reconciling, and reporting all State of Ohio tax withholding monthly and yearly, including OHIT3 and OHIT941.
19. Creating, verifying, and processing the entire Year End Procedure regarding payroll, independently and with minimal assistance.
20. Assisting the Director/Fiscal Officer and the Deputy Fiscal Officer with audits and audit-related activities.
21. Assisting the Director, Deputy Director, Branch Services Administrator, HR Manager, and Deputy Fiscal Officer with clerical duties, such as report preparation, correspondence, and projects.
22. Compiling employment-related statistics and reports, as needed.

ADDITIONAL TASKS AND RESPONSIBILITIES

Note: The tasks listed below are illustrative, but not exhaustive, of the tasks performed by persons in this classification.

1. Creating and distributing Sunday schedule, including frequent monthly changes and updates.
2. Gathering, verifying, and inputting all electronic timesheet and time off request changes, and updates.
3. Balancing Circulation fine drawers with Sierra to sort and correct additions, detect anomalies, and forestall future problems. This task will be increased when extended to all eight Branches in 2015.
4. Reviewing, updating, and submitting the annual health care census for renewal rates and coverage.
5. Participating in rate renewal discussions with the Library's insurance consultant.
6. Maintaining frequent contact with the Library's insurance consultant to resolve expeditiously or trouble-shoot any issues relating to health care insurance or property insurance.
7. Adhering to, supporting, and implementing Administration and Board policy, procedures, and Core Values.
8. Attending work-related meetings, as appropriate; attending Staff Development Day, workshops, and conferences related to HR, benefits, pay systems and government requirements related to pay systems, and the like.
9. Performs additional tasks as directed by the upward chain of command, which flows from the DFO, HR Manager, Deputy Director, to the Director.

Joseph C. Palmer
Director

Date approved

Employee signature

Date signed