

ADMINISTRATIVE ASSISTANT

(Range 111)

DEFINITION

Performs administrative duties for the assigned Department Head, Manager, or Public Services Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Department Head, Manager, or Regional Library Administrator.

RESPONSIBILITIES:

Essential and marginal functions and responsibilities may include, but are not limited to the following:

1. Performs and alleviates administrative duties from the Administrative Department Head, Manager and/or Regional Library Administrator.
2. Maintains a high degree of confidentiality.
3. Coordinates and provides services for assigned department.
4. Monitors workload and work activities, establishes priorities, and meets established deadlines.
5. Prepares general correspondence, memos, agendas, minutes, reports, and other documents.
6. Proofreads reports, correspondence, forms, and other related documents for accuracy and completeness.
7. Creates database files, inputs and retrieves a variety of data and information utilizing a personal computer.
8. Compiles, prepares, and distributes reports, invoices, and other relevant materials appropriate to the assigned department.
9. Maximizes office productivity through proficient use of appropriate software applications.
10. Researches and develops resources that creates timely and efficient work flow.
11. Takes telephone inquiries and complaints, and either assists the caller or directs the caller to the appropriate individual.
12. Provides technical and administrative information pertaining to the assigned department.
13. Schedules meetings, interviews, travel, equipment repair and service, or other department needs.

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14. Sorts, distributes, and coordinates incoming and outgoing department mail.
15. Performs a variety of essential and complex record keeping duties.
16. Maintains department record keeping and filing systems and a variety of statistical records.
17. Orders and maintains office supply inventory.
18. Receives and reviews various reports, plans, and applications for the purpose of verifying accuracy.
19. Makes copies of pertinent documents as needed.
20. Acts as a liaison between the Department Head, Manager, and/or Regional Library Administrator and outside agencies, gathering and relaying information as needed.
21. Interacts extensively, in person, and over the telephone with district-wide staff and management, outside agencies, vendors, and the general public.
22. Utilizes personal computer, the Internet, and e-mail.
23. Operates office equipment including, but not limited to: typewriter, adding machine, copy machine, telephone, and facsimile machine.

Marginal Functions:

1. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Modern office methods and procedures.
2. Business letter writing and report preparation.
3. Record keeping and filing principles and methods.
4. Library District and department policies and procedures.
5. Pertinent State statutes governing assigned department.
6. Basic arithmetic and accounting principles.
7. Library District terminology and functions.
8. Correct English usage, spelling, and punctuation.
9. Be decisive in routine and non-routine problem solving in accordance with the Library District and assigned Department policy and procedure.

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Ability to:

1. Apply Library District and assigned Department policy and procedure.
2. Type at a speed necessary to perform the essential functions.
3. Accept and manage change and maintain flexibility.
4. Work quickly and accurately.
5. Work both independently and as part of a team.
6. Perform multiple tasks concurrently.
7. Maintain fiscal and complex clerical records.
8. Generate accurate reports.
9. Communicate clearly and concisely, both orally and in writing.
10. Serve customers with patience, tact, and courtesy.
11. Establish and maintain effective working relationships with those contacted during the course of work.
12. Understand and follow oral and written instructions.
13. Maintain the mental capacity for effective interaction and communication with others.
14. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
15. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. Use of personal computers and associated software.
2. Use of library and general office equipment.

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Training and Experience:

Associates Degree in Secretarial Science/Office Management, or related field required. Three (3) years of related clerical support work experience required; word processing and computer skills required; typing skills required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds); occasional moderate lifting (11 - 20 pounds); bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require visual perception, audio perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA:	NON-EXEMPT
CBA:	NON-SUPERVISOR
DEVELOPED:	JULY 1, 1995
REVISED:	APRIL 20, 1998 JUNE 26, 1998 APRIL 2, 2001 JUNE 3, 2005 MARCH 12, 2018 JUNE 6, 2022