



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Administrative Assistant

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY: Administrative Support

BARGAINING UNIT: Staff Unit

GENERAL SUMMARY:

Under direction of the assigned Department Head, Manager, or Director, the Administrative Assistant performs administrative duties such as preparing reports, memos, and agendas; creating and maintaining files and databases; handling inquiries from internal and external customers; and ensuring the smooth operation of the department. Responsibilities include coordinating services, organizing workload, scheduling meetings, and preparing various documents.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Provides administrative support to the assigned Department Head, Manager, or Director while maintaining confidentiality.
2. Prepares and proofreads correspondence, memos, agendas, minutes, reports, and other documents for accuracy and completeness.
3. Creates and maintains database files, inputs and retrieves data using a personal computer, and maximizes office productivity through software applications.
4. Compiles, prepares, and distributes reports, agreements, invoices, and relevant materials, ensuring proper record keeping and filing systems.
5. Schedules meetings, including planning and coordinating Board of Trustees sub-committee meetings.
6. Handles inquiries and complaints via telephone and electronic communications, providing assistance or directing messages as necessary.
7. Provides technical and administrative information related to the assigned department and acts as a liaison with outside agencies.
8. Sorts and distributes incoming and outgoing department mail, maintains office supply inventory, and orders supplies as needed, ensuring essential equipment is operational.
9. Interacts with district-wide staff, management, vendors, and the public, utilizing various office equipment and communication tools.
10. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- MS Word & Excel
- Front Desk Reception
- Purchase Orders
- Scheduling general meetings, in-person and virtual
- Attention to detail

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: High School Diploma, General Equivalency Diploma (GED), or equivalent.

Preferred: Associate's Degree in Business Administration, Management, or related field.

- **EXPERIENCE:**

Required: One (1) year general office support (filing, reception, data entry, etc.).

Preferred: N/A

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting. Ability to regularly lift up to 10 pounds and occasionally lift up to 40 pounds, and occasionally lifting and/or carrying such articles as books, files, laptops or electronic devices. Frequent 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 is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of office procedures, and of spelling, grammar, punctuation, and arithmetic.
- Knowledge of records administration and maintenance techniques and procedures.
- Skill in data entry with minimal errors.
- Ability to accurately prepare and maintain files, records, and reports.
- Ability to process and handle confidential information with discretion.
- Ability to communicate effectively in both oral and written form.

DEVELOPED: July 1, 1995

UPDATED: October 16, 2024