



## **JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**

**JOB TITLE:** Administrative Specialist

**EXEMPTION STATUS:** Non-Exempt

**JOB CATEGORY:** Administrative

**BARGAINING UNIT:** Non-Supervisor

### **GENERAL SUMMARY:**

Under general supervision, performs administrative duties for the assigned Department Director, Manager, or Public Services Director. Alleviates and performs administrative duties from the Administrative Department Head, Manager and/or Regional Library Administrator.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Performs administrative duties for the assigned Administrative Department Director, Manager and/or Regional Library Administrator. Provides administrative support to Executive Assistant.
2. Acts as a liaison between the Department Director, Manager, and/or Regional Library Administrator and outside agencies, gathering and relaying information as needed.
3. Serves as secondary backup for the Executive Assistant to Board of Trustees which includes the following duties: Planning and coordination of Board of Trustees meetings; attendance, as required, at board and sub-committee meetings; transcription of board and subcommittee minutes.
4. Maintains a high degree of confidentiality.
5. Prepares general correspondence, memos, agendas, minutes, reports, and other documents. Proofreads reports, correspondence, forms, and other related documents for accuracy and completeness.
6. Creates and maintains database files, inputs and retrieves data using a personal computer, and maximizes office productivity through software applications.
7. Takes telephone inquiries and complaints, and either assists the caller or directs the caller to the appropriate individual.

8. Provides technical and administrative information pertaining to the assigned department. Schedules meetings, interviews, travel, equipment repair and service, or other departmental needs.
9. Performs a variety of essential and complex record keeping, maintaining filing systems and a variety of statistical records.
10. Receives and reviews various reports, plans, and applications for the purpose of verifying accuracy. Creates database files and retrieves a variety of data.
11. Interacts extensively, in person, and over the telephone with District-wide staff and management, outside agencies, vendors, and the general public.

### **CORE COMPETENCIES:**

- Customer Service
- MS Word & Excel
- Database file creation and application
- Scheduling general meetings, in-person and virtual

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- **EDUCATION:**

**Required:** Associate's Degree in Office or Business Administration, Business Management, or related field.

Three (3) years of related clerical support work experience.

**Preferred:** N/A

- **EXPERIENCE:**

**Required:** Word processing and computer skills; typing skills.

**Preferred:** N/A

- **License or Certification:**

**Required:** Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**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 modern office methods and procedures.
- Knowledge of business letter writing and report preparation.
- Knowledge of record keeping and filing principles and methods.
- Knowledge of pertinent State statutes governing assigned department.
- Knowledge of Library District terminology and functions.
- Knowledge of Nevada Open Meetings Law and Board bylaws.
- Knowledge of correct English usage, spelling, and punctuation.
- Ability to apply decisive problem-solving skills in accordance with the Library District and assigned Department policies and procedures.

**DEVELOPED:** August 3, 2017

**UPDATED:** July 21, 2020