

Dickinson County Library

POSITION TITLE: ADMINISTRATIVE ASSISTANT

CLASSIFICATION: NON-EXEMPT

SUMMARY: Performs administrative work in support of all library operations, functions and programs. Serves as administrative assistant and confidential secretary to the Dickinson County Library Director and performs the full range of administrative support services for the Director, staff and Library Board. As such, often serves as the central communication link between the library, county administration, board of trustees, library staff and the general public. Required to make discretionary decisions in all assigned areas, often initiating reviews of existing administrative procedures and recommending improvements. Performs confidential duties in the labor relations process, and is therefore excluded from the union. Occasional supervision of library staff may be assigned in the absence of the Director.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Provides leadership and is person in charge of all branches in the absence of the director.
2. Serves as confidential secretary to the library director and library board. Maintains appropriate confidentiality of all library, staff, patron, and computer records.
3. Assists the director and board in administrative details such as gathering data and preparing reports.
4. Distributes, opens, and files all incoming mail; prepares outgoing mail and deliveries with postage; monitors postage meter and supplies.
5. Completes quarterly state director salary report and maintains records necessary to complete the Library of Michigan annual statistical report.
6. Maintains files and financial records for grant reporting.
7. Attends board, board committee, and community meetings as required, often outside of regular working hours. As secretary to the board and its committees, prepares informational packets, aids in the preparation of the agenda, and takes and transcribes minutes at all public meetings; is responsible for posting of meetings, agendas, packets, and minutes.
8. Attends staff and staff committee meetings as required.
9. Follows-up on board actions and staff needs as assigned.
10. Prepares and maintains payroll records, timesheets and vouchers, prepares reports and issues payroll checks.
11. Prepares monthly and quarterly employment taxes, insurance payments, retirement contributions and prepares annual W-2's.
12. Maintains employee seniority and leave records.
13. Generates and maintains budget records and reports, gathers information and prepares drafts of annual budgets and annual budget adjustment.
14. Prepares monthly financial reports, expenditures and revenue totals for board inspection; prepares vouchers and coordinates with County Treasurer's office.
15. Inspects and prepares bills for payment, organizing monthly bill list for board approval.
16. Issues checks for billing following board approval.
17. Prepares monthly revenues and transmittal to the County Treasurer.
18. Deposits all revenues and balances all accounts with the County Treasurer each month.
19. Maintains accurate monthly budget records.

20. Talks to vendors and sales personnel to obtain comparative bids for capital expenditures and makes recommendations to the director.
21. Responsible for the inventory and cost-effective ordering all supplies for three branches, for all processing, programming, and office needs.
22. Prepares all book, periodical and audiovisual acquisition orders with various vendors, using cost-effective methods to procure materials.
23. Processes purchase orders.
24. Maintains records of donations and memorial endowment funds, as well as assists patrons in all aspects of the memorial donation process, setting up guidelines for the fund and acknowledgment of the fund. Provides monthly reports to County Treasurer.
25. Reviews existing administrative/office and library procedures, initiates or recommends improvements, and prepares written documents.
26. Assists in hiring process by posting, advertising, co-interviewing, onboarding, and orientation of new employees in the library.
27. Completes overdue process to long-delinquent patrons by composing and sending letters to these patrons or reporting them for collections requiring knowledge of the circulation system in order to access patron records.
28. Troubleshoots problems with equipment and computers.
29. Works as a team member to provided excellent proactive customer service and performs a variety of library tasks for smooth operation of the library including answering phones, scheduling meeting rooms, and assisting at the circulation desk when needed.
30. Answers administration phone and directs calls as needed.
31. Interacts with a professional and respectful manner with staff, public and board.
32. Composes letters and memoranda.
33. Attends staff training as required and additional training as relevant to the position.
34. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong computer skills required. To perform this job successfully, an individual must have experience with various electronic office systems, must be proficient in Microsoft programs, have the ability to complete tasks via the internet, and must be able to learn other software programs required for position. Knowledge of QuickBooks or related accounting software required. Experience with Sirsi/Dynix or another automated library system desirable.
2. Excellent communication skills required. To perform this job successfully, an individual must have sound knowledge and ability in business correspondence and ability to proofread for grammar, spelling, and punctuation with a high degree of accuracy. The ability to establish and maintain friendly and effective working relationships with other employees, county employees, elected officials, the director, the board, vendors, and the public is required. Dedication to providing customer service with a positive, enthusiastic attitude and approachable demeanor as well as excellent interpersonal skills for dealing pleasantly, tactfully, courteously, and diplomatically with board, staff, and public while maintaining confidentiality of information is required.
3. Strong organizational and office skills required. To perform this job successfully, an individual must have strong attention to detail, knowledge of secretarial practices including typing, transcription and general office procedures, knowledge of general procedures relating to the gathering and analysis of data and the preparation of reports, and the ability to provide quality services in a cost-effective manner.

4. Ability to exercise confident independent judgement required. To perform this job successfully, an individual must exercise a high level of initiative and independent thinking with the ability to sort priorities with minimum level of direct supervision, have or be able to quickly acquire knowledge of library procedures, policies, and structure, and have the ability to make executive-level decisions and explain policy while providing leadership in the absence of the director.
5. Knowledge of the professional practices, procedures, and techniques of library service desirable.

EXPERIENCE AND TRAINING

An associate or bachelor's degree in accounting, business, or a related field; or an equivalent combination of training and experience required. Two years of executive level secretarial, human resources, or administrative experience or a minimum of six years office management or increasingly responsible secretarial/administrative experience required. Previous library experience desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk, sit and stoop, kneel, crouch, or crawl. The employee may occasionally be requested to lift and/or move large objects.