Primary responsibilities:

Responsible for providing and coordinating office, staff, and administrative support for the Library Board of Trustees and Library Director; for preparing Library Board agendas, reports, and minutes; and for other duties such as assisting in processing accounts, budget preparations, purchasing, and related functions.

Specific duties include, but are not limited to:

• Process Library correspondence; screen and direct incoming correspondence not specifically addressed to a staff member.
• Process time sheets. Submit all reports and tax liabilities as required.
• Maintain the Library accounts of receivables and expenses. This includes receiving orders for the purchasing of supplies, equipment, and library materials; obtaining approvals, placing orders, entering requisitions, and maintaining records and files of expenditures; and verifying invoices.
• Maintain Library supplies for, and records of, office, information systems, and janitorial upkeep. This includes ordering supplies and equipment and checking in deliveries of non-library materials. Also attend to minor building maintenance, acting in liaison with building management.
• Coordinate and perform daily cash collections, counts, reports and make deposits
• Assist and provide administrative services such as attending Library Board committee meetings, coordinating preparation of manuals and procedures, or coordinating training.
• Maintain Library records (including HR), files and calendars. This includes posting Library announcements and events.
• Prepare Director and Library Board correspondence and reports, schedule appointments, etc., as directed.
• Collect and organize data for projections and preparation of the Library budget, as directed.
• Attend staff, Board, and community meetings as required, often outside of regular working hours. Serve as secretary to the Board and its committees, preparing and distributing meeting agendas, reports, and minutes.
• Perform other duties and responsibilities as required.

The above are intended to describe the general nature and level of work being performed by the individual in this position. They are not to be construed as an exhaustive list of all job duties performed by the individual in this position.

QUALIFICATIONS

• Must have three to five years of progressively responsible office, account, customer service, problem solving, and administrative experience or equivalent in a comparable environment
• Prefer at least a high school education or equivalent continuing education.
• Must have ability to work independently in a multi-tasking customer service setting.
• Must type with accuracy and be able to transcribe from dictation equipment, hand-written notes, or verbal instructions.
• Must have excellent verbal and written communication skills including the ability to proofread the work of self and others with a high degree of accuracy.
• Must be able to perform basic accounting and mathematic computations with a high degree of accuracy.
• Must be familiar with standard office equipment including personal computers and word processing, spreadsheet, and database software and be able to learn and implement Library specialty software systems and procedures.

A combination of training and experience that provides the requisite skills and abilities may be considered.

Physical
• Ability to occasionally lift, carry, and put away parcels weighing up to 30 pounds.
• Ability to stand and walk as needed throughout the day.
• Ability to sit and use computer workstation, including keyboard and visual display terminal, for extended periods of time.
• Ability to use hands to grasp and pinch library materials for a prolonged period.

Other
• Ability to communicate effectively, patiently and courteously with City employees, Board members, patrons and other community members and be responsible for protection of patron confidentiality.
• Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team or self-directed model.
• Attention to detail and accuracy.
• Ability to conduct oneself with tact, good humor, and courtesy.

Use of Tools and Equipment
Office equipment, such as; computer, adding machine, paper cutter, fax, copier, and telephone.