

Title: Administrative Assistant-Library

Reports to: Executive Director

FLSA: Non-exempt (hourly)

Hours: Full-Time, 40 hours per week, to include daytime, and occasional evening or Saturday hours.

Starting Wage: \$15.00/hour

Benefits Summary: KPERs Retirement, Aflac, BCBS of Kansas Health and Dental Insurance, Flexible Spending Account, Paid Vacation, Sick Leave and Holiday Pay.

Post Offer Background Check Required

**JOB SUMMARY:** Provide administrative functions for the Library Department, including assisting in processing accounts, purchasing, billing, and programming. The Library Administrative Assistant works closely with staff and the Executive Director. Performs work responsibilities under the direction of the Library Director, who provides guidance and information related to the tasks.

### **Library Competencies for all employees:**

- Provide excellent customer service to people of all ages and backgrounds
- Show commitment to customer satisfaction
- Develop and maintain positive relationships with internal and external customers
- Represent the library in a positive and ethical manner
- Show a capacity for grasping concepts and asking questions to gain further understanding
- Communicate effectively orally and in writing
- Effectively use computer/technology skills for the position
- Cross-train in other areas of the library as appropriate
- Work cooperatively with supervisors and co-workers
- Comply with library policies and procedures
- Comply with safety and security standards; keep the workplace safe and clean
- Show flexibility and adaptability

### **Human Resources Functions**

- Conducts new employee orientation. Explains benefit options and assists with forms completion and submission. Submits all payroll and deduction documents for processing.
- Assists with annual open enrollment process.
- Drafts and distributes approved communications regarding benefit updates and changes.
- Prepares benefit separation information and required notices.
- Maintains paid time/leave balance spreadsheets.
- Assists with the recruitment process, including reviewing employment applications, scheduling interviews, performing reference checks etc.
- Completes written offer letters.
- Processes documents for criminal background checks.
- Coordinates required pre-employment testing.
- Maintains all required recruitment documentation.

- Maintains, personnel, medical, and confidential files of both current and former employees. Creates files for new hires.
- Reviews workplace posters for updates.
- Coordinates the completion of first report of injury or other incident reporting. Submits required documents to insurance carrier.
- Completes verifications of employment and reference checks for past and current employees.

#### **Executive Assistant Functions**

- Coordinates and prepare Library Board agendas and supporting documentation for the committee and other meetings as assigned. Posts agendas. Takes meeting minutes when assigned.
- Assist the Director with projects including preparation for special events. Coordinate contacts, transportation and oversight of caterers or other vendors providing services for meetings and events.
- Receives and screens calls and visitors. Pre-screens, sorts, and distributes incoming and outgoing mail.
- Drafts confidential written communications as directed.

#### **Administrative Support Level Functions**

- Composes routine correspondence; proofreads and edits documents.
- Enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
- Maintains electronic and paper filing and record systems to provide easy access to records and information; provides retention of records as required by policy.
- Assists with designing, creating, and editing written and electronic resource, events, or marketing materials etc.
- Assists other department personnel during peak period of work or for absences.

#### **Financial Functions**

- Collects receipts and helps manage access to Library Credit Cards.
- Prepares and organizes claims for payment by the Library Board, and ensures payments are made in a timely manner.
- Prepares various reports for internal usage on claims, monies received, and expenditures.
- Works with Vendors to ensure Tax Exempt purchasing is used, provides updated forms as requested by vendors.
- Assists with monitoring banking accounts and balances, serves as backup for financial actions on Library Accounts.
- Reviews monthly credit card statement and follow-up on any discrepancies.

#### **Library Specific Functions**

- Compiles program statistics, prepares reports, maintains program data and performs other administrative duties.
- Coordinates library surveys, including staff training and related reports.
- Performs circulation desk tasks as needed. Checks materials in and out, registers patrons, processes overdue materials and renews library cards.
- Coordinates room reservations from external users.
- Updates and maintains assign web pages in accordance with Library Policy.

### **Education & Experience:**

- High school diploma or equivalent supplemented with 2 years of specialized training in clerical/secretarial, financial, Human Resources, accounting, or bookkeeping procedures and practices.
- Associates or Bachelors Degree in related field preferred.
- Previous experience in accounting, Human Resources or other related field.
- Intermediate to expert computer software skills - Familiarity with Excel & Quickbooks
- Must possess organizational and project management skills
- Excellent oral and written communication skills, and the ability to work closely with a variety of individuals is essential
- Detail and deadline-oriented
- Previous library experience preferred.

### **Knowledge, Skills, & Abilities:**

Knowledge of computer software and systems including Internet, word-processing, spreadsheet, and accounting applications; demonstrated ability to work independently and set priorities for multiple tasks; maintains confidentiality of library patron information; exercises good judgment, courtesy, and tact in dealing with public, vendors, and other town employees.

### **Physical & Mental Requirements:**

Work is performed in a library setting with occasional moderate noise. Must be able to walk, sit, stoop, reach, stand, talk, listen, and use equipment such as a computer, telephone, fax machine, and photocopier. Normal vision requirements.

8/13/2021 LJ