

JOB TITLE: Library Administrative Assistant

DEPARTMENT: Library

REPORTS TO: Library Director

PRINCIPAL PURPOSE OF JOB: Responsible for providing and coordinating office, staff, and administrative support for the Library Director and Library Board, and, as time and priorities allow, Librarians; for preparing Library Board agendas, reports, and minutes; and for other duties such as assisting in processing accounts, budget preparations, purchasing, and related functions.

LEVEL OF AUTHORITY: Performs duties based on established policies and procedures allowing for independent action commensurate with demonstrated ability. Errors in judgment could substantially impact the Library's resources and public acceptance of programs, protection of patron confidentiality, personnel, and facilities.

WORK ENVIRONMENT: Work is performed primarily in an indoor office setting.

#### ESSENTIAL JOB FUNCTIONS

1. Process Library correspondence; screen and direct incoming correspondence not specifically addressed to a staff member.
2. 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.
3. 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 facilities management.
4. Coordinate and perform daily cash collections, counts, reports and transport to City following City cash handling procedures.
5. Assist and provide administrative services such as processing time sheet, attending committee meetings, coordinating preparation of manuals and procedures, or coordinating CPR, First aid, and other training.
6. Maintain Library records, files and calendars. This includes posting Library announcements.

7. Prepare Director and Library Board correspondence and reports, schedule appointments, etc., as directed.
8. Collect and organize data for projections and preparation of the Library budget, as directed.
9. 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.

#### ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of other positions, as needed.
2. Make deliveries and pickups from City Hall and drive in the course of other Library business.
3. Perform other duties and responsibilities as required.

#### QUALIFICATIONS

##### Technical

1. Must have three to five years of progressively responsible office, account, customer service, problem solving, and administrative experience or equivalent in a comparable environment
2. Prefer at least a high school education or equivalent continuing education.
3. Must have ability to work independently in a multi-tasking customer service setting.
4. Must type 60 wpm with accuracy and be able to transcribe from dictation equipment, hand-written notes, or verbal instructions.
5. 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.
6. Must be able to perform basic accounting and mathematic computations with a high degree of accuracy.
7. 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.
8. Must be bondable.
9. Must possess a valid Washington State Driver' License

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

### Physical

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

### Other

1. Ability to communicate effectively, patiently and courteously with City employees, Board Members, Friends, patrons and other community members and be responsible for protection of patron confidentiality.
2. Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team or self-directed model.
3. Attention to detail and accuracy.

### Use of Tools and Equipment

Office equipment, such as; computer, typewriter, adding machine, microfiche reader, paper cutter, fax, copier, telephone and postage meter.

### OTHER

1. Pursuant to the Child/Adult Abuse Information Act, RCW 43.43.830 through 43.43.845, background investigations will be conducted on all City of Anacortes Library prospective employees, volunteers, and docents who will or may have unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults. The background check is for initial employment decisions only.
2. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products of any kind while on the job.
3. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be

considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the work load.

4. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for the by the City. Satisfactory clearance to perform essential job functions will be required for employment.

**Are you able to perform the essential function of this job, with or without accommodation?**

**Yes \_\_\_\_\_ No \_\_\_\_\_**

**If testing is required, will accommodation be necessary?**

**Yes \_\_\_\_\_ No \_\_\_\_\_**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**