

Job Description

Position Title: Administrative Assistant, Full time

General Summary: The Administrative Assistant in under the general direction of the Scenic Regional Library Director. This position will perform responsible and varied clerical and supportive administrative office duties. This position provides support for the administrative managers. This employee will have staff, board and patron contact. Normal working hours are assigned, but are subject to change as needed to meet the schedule of the library as determined by the Director.

This position will have considerable exposure to confidential payroll and human resources documents, and requires a high degree of discretion and confidentiality.

Essential Duties:

- Answer phones and manage incoming calls.
- Record, transcribe and distribute minutes of meeting.
- Prepare and edit correspondence, communications, presentations and other documents.
- Prepare and process information for Library's Annual Report.
- File and retrieve documents and reference materials.
- Interact with internal staff at all levels, Board members, patrons and vendors.
- Monitor, screen, respond to and distribute incoming communications.
- Conduct research, collect and analyzes data to prepare reports and documents.
- Arrange and coordinate meetings and events.
- Research and compare pricing, order, track and distribute supplies.
- Manage schedules, appointments and travel arrangements.
- Coordinate training and development activities for employees.
- Assist with employee events, services awards.
- Act as backup for accounts payable functions, as well as preparing and recording deposits.
- Act as backup for payroll processing function.
- Act as secretary for the Scenic Regional Library Board; attending meetings to record minutes, later transcribing and typing minutes for distribution. Prepare packets and emails for Board communications.

Job Requirements:

- Must possess a High School diploma or equivalent; some college preferred.
- Administrative support and accounting experience preferred.
- Ability to organize projects and time.
- Ability to maintain a high level of confidentiality when working with personnel, Board of Trustees, and patron information.
- Ability of perform work with reasonable speed and superior accuracy.
- Ability to perform a variety of assignments requiring the exercise of independent judgment.
- Knowledge of and ability to work on a PC with various software packages; i.e. Microsoft Windows, Word and Excel, Google Suites.
- Ability to create reports and compose basic correspondence.
- Ability to adapt/cope to rapidly changing priorities.
- Excellent customer relations/skills and communication.
- Working knowledge of office procedures and office equipment.

Essential Physical Job Requirements:

- Clarity of speech and hearing which permits the employee to communicate effectively with the supervisor and other employees.
- Vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.

- Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials.
- Personal mobility which permits the employee to monitor and perform assigned library operations, and to attend Library district, community, and public meetings at various locations.
- Lift up to 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop and reach shelving from floor level to 6 feet high, and stand or walk for at least 1 hour at a time.
- Tolerance for dust and mold which permits the employee to work with books and other library materials as well as work in older buildings.

Hours: Full time (40 hours) per week including some evenings and weekend hours.

Salary: Starting salary between \$36,000.00 and \$38,000.00, depending on experience and qualifications, includes benefits of paid holidays, vacation and sick leave. Employer provides health, dental insurance and retirement plan.