

ADMINISTRATIVE ASSISTANT



Reports To and Supervised By: Library Director

Position: Non-Exempt

Location: Administration Office

General Description: Provides administrative and clerical support for the Library Director and Management Team; responsible for handling the day-to-day administrative needs of the library.

Primary Responsibilities

General responsibilities

- Performs core values to standards set by library (which include Teamwork, Accountability, Work Ethic, Professionalism, and Customer Service).
- Helps maintain an environment in the department that provides for the enjoyable and convenient use of library resources.
- Aids in communicating department goals, activities, and/or needs to administration, colleagues, and support staff.
- Provides initial contact to the public, employees, and departments for Administration.
- Handles and disseminates routine, special, and confidential correspondence, information inquiries, and various reports in a variety of formats.
- Responsible for upkeep, security, and safety of department.
- Deals with required creation, retention, and archiving of personnel, financial, and other records in paper and digital formats.
- Coordinates with purchasing to order office supplies; tracks, stocks, and disseminates office supplies for staff.
- Actively participates in committees, training, and other professional activities.
- Assists in other departments when required.
- Performs other duties as required.

Administrative Assistant Responsibilities

- Provides administrative support and assistance to Director.
- Provides support to Management Team.
- Tracks local and state report due dates and deadlines for timely submissions.
- Acts as recorder for board secretary by taking required notes at meetings, typing up draft minutes, and sending to secretary for approval.
- Develops, modifies, and/or produces documents, such as reports, correspondences, presentations, briefings, both in print and digitally.
- Proofreads other staff documents for spelling, grammar, and layout, making appropriate suggestions for changes.
- Establishes, develops, maintains, and updates hard copy and electronic filing systems in accordance with Kentucky Department for Libraries and Archives Retention Schedule.

Financial responsibilities

- Coordinates financial documents for accountant, including: scanning invoices, overseeing requisitions, coordinating delivery with accountant, verifying checks for accuracy, and arranging for check signing by appropriate board members.
- Prepares invoices and checks for mailing then digitally archives paperwork.

Financial responsibilities (continued)

- Reconciles daily branch cash sheets, records revenue checks, and makes weekly deposit.
- Reconciles multiple credit statements before submitting for payment.

Human Resources Responsibilities

- Coordinates with department heads to fill empty positions.
- Prepares, maintains, and manages interview schedules and correspondences.
- Provides new orientation and exit interview activities for staff.
- Handles FMLA tracking and compliance.
- Assists with maintaining compliance with federal and state regulations concerning all aspects of human resources and employment.
- Performs benefits administration, including claims resolution, change reporting, and communicating benefit information to employees.
- Maintains personnel files for all employees.
- Coordinates training and recognition activities for staff, board, and volunteers.

Payroll responsibilities

- Coordinates and compiles employee time and payroll data from timekeeping records, verifying hours worked, and posting information onto designated records.
- Tracks employee information, such as wages, deductions, benefits, exemptions, transfers, raises, and resignations, in order to maintain and update payroll records.
- Processes timekeeping and ensures delivery to accountant for paying.

Other Duties Include

- Participating in department routines including, but not limited to, unpacking and shelving materials, stocking supplies, answering telephone, and cleaning up as needed (such as straightening up, tidying, organizing, and light housekeeping).
- Working with all levels of the organization, including staff, Board Members, and Management Team.
- Evaluating service delivery processes, considering alternatives, and recommending effective course of action.
- Performing all aspects of opening and closing department.
- Running errands with personal vehicle.

Qualifications

- Ability to diplomatically resolve and collaborate on both executive responsibilities and organizational goals and directives.
- Ability to maintain the highest level of confidentiality.
- Possess practical judgment and have ability to make objective decisions in order to set priorities and work independently while supporting the library's values and goals.
- Possess excellent organizational skills and be detail oriented, with ability to pay close attention to details and concentrate on work in an environment that has tight deadlines and constant periods of interruptions.
- Ability to communicate tactfully and effectively in English: verbally and in writing, with staff and the public, and in person, by telephone, and/or through electronic medium.
- Ability to see and read instructions, documents, materials written in English in print or in digital formats.

Qualifications (continued)

- Possess above average proofreading skills.
- Ability to perform light physical work and to occasionally lift and carry 10 pounds.
- Possess hand/eye/foot coordination adequate to effectively use office equipment.
- Ability to work in variable environments such as areas that may have fluctuating temperatures and that can be dry, dusty, and/or musty.
- Must be able to sit for long periods throughout the work day, with intermittent periods that require standing for up to an hour at a 39-inch counter, walking, bending, overhead reaching, kneeling, carrying, pushing/pulling, and performing a variety of similar body movements.
- Possess skill in operating a variety of office equipment (such as various computers, fax machine, security systems, and copiers).

Experience and Training

- *Preferred:* Certified Administrative Professional certification and three (3) years of experience in administrative support.
- *Required:*
 - Five (5) years progressively more responsible administrative support experience, education, and training.
 - Proficiency with Windows applications, Microsoft Office and Google Suites, and shared document platforms, with accuracy and reasonable speed.

Special Requirements

- Obtain and maintain Certified Administrative Professional certification.
- Obtain and maintain Commonwealth of Kentucky Notary Public commission.
- Must possess a valid driver's license.
- Ability to work in multiple locations.
- Ability to work occasional nights and weekends, including Sundays.

Acknowledgment

I have read Core Values and this position description. I fully understand the requirements set forth therein. I hereby accept the position of Administrative Assistant and agree to perform the identified functions in a manner and in accordance with Boyd County Public Library's established procedures and standards.

I understand that my employment is at-will, and thereby understand that my employment may be terminated either by the organization or myself, and that such termination can be made with or without notice.

[to be signed by successful candidate]

Employee's Signature

Date