

## **JOB SUMMARY**

The Administrative Assistant/Library Clerk II reports to the Library Director and the Head of Circulation and performs a variety of tasks to support the activities and operations of the Library. This position provides services to patrons at the circulation desk, participates in some higher-level circulation functions and provides general office support services for the Library.

## **MAJOR DUTIES/ESSENTIAL FUNCTIONS**

- Performs functions related to circulation of library materials which includes the checking in and out of materials; registration of patrons for library cards; sorting returned materials; and collection of fines and fees.
- Prepares materials for delivery to other libraries and processes materials received from other libraries for our patrons or to be shelved.
- Answers basic questions in the use of the library and its' resources. Refers reference and complex questions to professional staff.
- Participates in the maintenance of the library collection. Processes new materials. Evaluates the condition of materials, makes minor repairs and refers damaged materials to professional staff for evaluation.
- Provides guidance, training and instruction to other staff on circulation functions and desk procedures.
- Assists with complex patron and staff inquiries and concerns related to circulation functions.
- Performs light housekeeping duties.
- Shelves library materials when necessary.
- Verifies invoices and prepares library bills for payment.
- Maintains accounting reports and ledgers as requested by library management.
- Reconciles daily cash receipts, copy machine receipts and submits deposits to the library's fiscal agent.
- Maintains annual schedule of staff use of time off benefits and prepares bi-weekly payroll.
- Manages inventory of general office and processing supplies, purchases supplies and maintains vendor records.
- Maintains library records in print and electronic format in accordance with the library's record retention policy.
- Sorts and distributes daily mail.
- Reviews applications and schedules use of the meeting rooms by outside groups and organizations.
- Performs other tasks and projects as assigned

## **REQUIRED KNOWLEDGE AND ABILITIES**

- Good interpersonal skills and ability to maintain and foster cooperative, courteous and effective working relationships with the public, peers and supervisors.
- Considerable knowledge of Microsoft Office products including word processing and spreadsheets.
- Ability to pay attention to details and to understand and follow written and oral instructions
- Cash handling experience and ability to perform mathematical calculations with speed and accuracy.
- Ability to understand library policies and procedures and to apply them to job duties
- Ability to maintain confidentiality of library patron information
- Good oral and written communication skills
- Proficiency with English grammar and spelling
- Ability to maintain regular physical attendance

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use of hands to finger, handle or touch books, write, file, sort or shelve

- Use of hands and arms to handle, carry, position and move materials and manipulate items
- Use of legs and feet to sit, stand, walk, stoop, climb, kneel, crouch, crawl, bend, twist and balance without fatigue
- Ability to hear and talk
- Close and distance vision required
- Ability to lift and reach books above the shoulders
- Lift and carry up to 50 pounds safely
- Push or pull objects weighing 300-400 pounds

### **WORK ENVIRONMENT**

Work is performed in an environment with a large volume of public interaction. Employees will be exposed to dust. The noise level is usually quiet to moderate.

### **TOOLS AND EQUIPMENT**

- Ability to use office technology equipment: Integrated Library system, Window operating systems, Microsoft Office, personal electronic devices including iPad, self-checkout kiosks, printers and new technology as introduced and/or adopted.
- Skilled in the operation of the following tools and equipment: book truck, telephone, paper cutter, cash register, copy machine, scanner, laminator and new equipment as introduced and/or adopted.

### **EDUCATION/EXPERIENCE**

- High school diploma or equivalent required.
- 2 years of recent experience providing administrative support or equivalent required.
- Demonstrated proficiency in word processing, spreadsheets and electronic information resources including the Internet.
- Must be able to maintain a regular work schedule which may include evenings and weekends.

### **SELECTION GUIDELINES**

The selection for this position is covered by a process that includes, but is not limited to, the completion of a formal application, verification of education and experience, oral interviews and reference checks. Prior to appointment, candidate may be required to submit to a medical examination and drug screen consistent with requirements of the position. Candidate may also be required to submit to a record check made by local, state and/or federal authorities before final approval.

### **DISCLAIMER**

The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by the Board of Trustees: May 16, 2012

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