CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Library Administrative Assistant** **E-PLAN SG:E1-8**

DEPARTMENT: **Library** **CS:N FLSA:Y EEO/SOCCODE:AS/43-6014**

JOB SUMMARY:

Serves as confidential administrative assistant to the Library Director and performs a variety of administrative, office management, payroll, executive support, and budgeting and accounting support duties for the Library.

SUPERVISORY RELATIONSHIP:

Reports to the Library Director. May supervise support staff, including selection, training, evaluation, and handling performance improvement issues. Works independently under the guidance of City and departmental policies and procedures and applicable state laws and regulations.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Supports work of the Library Director. Screens incoming calls, mail, visitors, and meeting requests. Manages Library Director's calendar. Communicates information on behalf of the Director. Prepares reports, grant applications, policies, studies, Powerpoint slides, and illustrative graphs and charts.

2. Prepares routine and confidential correspondence. Receives, redirects, and responds to a variety of general and confidential inquiries from citizens and employees; assists in coordinating responses.

3. Supports work of the Library Board of Trustees under direction from the Library Director. Prepares and publishes meeting agendas, board packets, and makes all meeting arrangements, including noticing meetings to local media. Assures Board members receive meeting information in a timely manner. Serves as assistant to the Library Board, attends Library Board meetings, takes notes, and prepares Board minutes. Assembles and compiles information for statistical activity reports. Schedules appointments and arranges meetings for Library Director and Board members.

4. Manages office operations for the Library. Develops office procedures and performs administrative tasks involving payroll, timekeeping, budgeting, accounting, and personnel. Orders and maintains inventory of all office supplies.

5. Responsible for Department's records system. Develops and maintains the administrative office filing system, maintains accurate record of contracts and other important documents, routing for signature as required, and updates various policies and procedure manuals under direction of the Library Director. Prepares records retention schedules, arranges for transmittal of records to Records Center for storage and/or destruction and arranges retrieval of materials as needed. Responds to Public Record requests under direction of the Library Director.

6. Prepares Library's annual budget documents and monitors and records budget expenditures, including: gathering and compiling budget information; estimating the needs and costs for supplies and equipment; researching information needed for purchase requisitions; determining areas of potential over or under expenditures; and initiating journal entries. Initiates and prepares appropriate City Council agenda bills relating to the Library's budget. Prepares a variety of financial reports for the Director and Library Board of Trustees. Assists in the preparation of Library's annual financial and statistical reports.

7. Performs all accounts receivable and payable activities: prepares requisitions for Purchase Orders; reviews vendor invoices for accuracy and enters them into financial software for payment and archiving; maintains Gift Fund accounts and monitors Whatcom Community Foundation accounts; counts and reconciles money from coin-operated equipment and ensures equipment is maintained in good operating condition; reconciles Point of Sale revenues with Integrated Library System reports; prepares daily deposit; verifies and remits refunds; tracks and monitors grants; maintains petty cash accounts; and reconciles all Library credit card statements.

8. Acts as primary time administrator for department. Initiates and processes all electronic personnel actions for Library staff including appointments, terminations, and changes. Collects and maintains record of Volunteer background checks.

9. Collects compensation and comparative data for union negotiations and provides confidential negotiations support.

10. Arranges local and out-of-town reservations for conferences, transportation, and lodging. Initiates travel authorizations and compiles back-up documentation.

ADDITIONAL WORK PERFORMED:

1. Responsible for office asset inventory.

2. Distributes and maintains records for meter passes and temporary parking permits.

3. May type and track management proposals and prepare spreadsheets and other documents for presentation in negotiations.

4. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Basic accounting, financial record keeping rules and procedures, and current budget procedures and systems used by the City.
- Working knowledge of office management and support principles and procedures, and the Library's purpose, functions, and practices.
- Knowledge of, and ability to, apply and explain City and Library policies, procedures, and practices, as well as State reporting requirements.

Skill in:
- Strong computer skills including word processing, 10-key calculator, creation and use of spreadsheets, presentation software, and database applications. Willingness and ability to learn new applications, techniques, and technologies.

- Strong oral communication and customer services skills to interact effectively with a variety of residents and City personnel using tact, courtesy, and good judgement.
- Excellent writing skills including knowledge of standard English usage, composition, punctuation, grammar, spelling and letter/memo/report formats. Excellent keyboarding skills.
- Excellent planning, organizational and problem-solving skills including flexibility and adaptability.

Ability to:
- Add, subtract, multiply, divide, compute percentages, and create formulas.
- Work independently with minimal daily supervision, prioritize work, and use good time management skills.
- Work accurately and maintain attention to detail in an atmosphere of frequent interruptions.
- Maintain the confidentiality of sensitive information.
- Expert ability to operate standard office equipment.
- Maintain punctual and consistent attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
    - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
    - Frequently communicate accurate information and ideas with others;
    - Frequently remain stationary for long periods of time;
    - Occasionally transport objects weighing 10-15 pounds.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with the majority of time at a computer workstation. Work requires sitting or standing for extended periods of time, using a computer workstation and other office equipment and receiving visitors to the Library Director's office. Work may include support for meetings outside the usual work day. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or General Equivalency Diploma (GED).
- Three years of responsible experience in accounting support and office management.
- Strong experience utilizing computer applications for word processing, spreadsheets, presentation software, and database management.
- Keyboarding at 45 WPM.
- One year of relevant post-secondary vocational or college training preferred.
- Experience utilizing computer graphics preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.

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