



Bessemer Public Library

Class Specification

Class Title: Administrative Assistant, Part-Time

Department: Administration

Reports to: Library Director

JOB SUMMARY:

Serves as administrative assistant to the Library Director and performs a variety of administrative, office management, budgeting, payroll, secretarial and bookkeeping duties for the Library. This position works independently under the guidance of library departmental policies and procedures and applicable State laws and regulations.

ESSENTIAL JOB FUNCTIONS:

- Supports work of the Library Director
- Includes preparation of reports, grant applications, policies and studies.
- Screens incoming calls, visitors and requests.
- Provides detailed information regarding established Library services and procedures within the scope of assigned authority.
- Prepares routine correspondence and assists with preparation of correspondence that may include confidential information.
- Assists with office operations for the Library
- Develops office procedures and forms
- Prepares a variety of monthly reports for the Director and Library Board of Trustees
- Explains Library policies and benefit programs to Library employees.
- Performs Library purchasing activities: prepares requisitions; maintains inventory; reviews invoices for accuracy and prepares claims forms for authorization of payment to vendor.
- Maintains financial records including: collecting and counting money; auditing cash register tapes; reconciling money collected for fines, damaged books, etc.
- Prepares deposits
- Schedules appointments and arranges meetings for Library Director and Board.
- Arranges local and out-of-town reservations for conferences, transportation and lodging for Library Director and Board or for visitors to the Library as directed.

- Monitors maintenance contracts on and trouble shoots the following office equipment throughout the Library: typewriters, copiers, postage meter, calculators, cash registers and telephones.
- At the Director's request, serves as secretary to the Library Board of Trustees, attends Library Board meetings, takes notes, prepares and indexes Board minutes.
- Assists library patrons, teachers, students, etc., in locating books and materials when needed.
- Serves as a liaison and/or member of various committees/teams/advisory boards and collaborates, presents reports to and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.
- Prepares and/or reviews complex, routine and non-routine reports and analysis utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.
- Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures; processes routine and non-routine matters independently.
- Enters information into a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports; maintains routine financial records.
- Any additional duties as assigned by the Director.
- The Employer retains the right to change or assign other duties to this position

IMPORTANT JOB FUNCTIONS:

- Performs functions related to circulation area activities, including: checking materials in and out; emptying return bins; receiving and handling complaints, requests, comments, etc.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Interacts with a variety of individuals, both internally and within the community to provide information, disseminate organizational information and assist in resolving administrative issues.
- Follows up on inquiries from various agencies, groups, media, etc., regarding organization programs and services.
- Disseminates a variety of information to various agencies/organizations via telephone, mail or fax.
- May serve as backup for other positions within the Library.
- Performs other related duties as assigned by the Director.

MATERIAL AND EQUIPMENT USED:

Computer(s)	Audiovisual Equipment	General Office Equipment	Cash Register
Video Stamps	Laminate Machine	Makerspace Equipment	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- High School Diploma or GED; and,
- Two year of progressively responsible related experience; or,
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of library science, cataloguing systems, terminology, technology and management.
- Strong experience utilizing computer applications for word processing, spreadsheets, and database management.
- Customer service techniques.
- Working knowledge of office management and secretarial principles and procedures and the Library's purpose, functions and practices.
- Ability to work independently with minimal daily supervision, prioritize work and use good time management skills.
- Good planning, organizational and problem-solving skills including flexibility and adaptability.
- Ability to work accurately and maintain attention to detail in an atmosphere of frequent interruptions.
- Strong oral communications skills.
- Ability to interact effectively with citizens, patrons, visitors, co-workers, management and others using courtesy, tact and good judgment.
- Ability to maintain the confidentiality of sensitive information.
- Expert ability to operate standard office equipment including calculators.
- Ability to perform required duties of the position.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Excellent literacy skills including knowledge of standard English usage, composition, punctuation, grammar, spelling and letter/memo/report formats
- Knowledge of community interests and needs.
- All computer software and hardware related to performance of the essential functions of the job.

Skill in:

- Organizing, assigning, leading and reviewing the work of staff.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Developing informational and promotional materials.
- Using a computer to accurately and rapidly enter and retrieve data and information.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

- Ability to provide reference assistance to the public.
- Ability to provide effective service and communicate with patrons and staff.
- Ability to analyze problems and find solutions.
- Ability to assess information from a computer and enter data into computer.
- While performing the essential functions of this job, the incumbent is regularly required to maintain a stationary position 50% of the time; frequently operate office equipment, access file cabinets, occasionally ascends/descends a ladder or step stool to retrieve materials or supplies, constantly positions self to move books on shelves or file cabinets, ability to move boxes or other equipment weighing up to 20 pounds across office for various needs.

Working Conditions:

Work is performed in at the Bessemer Public Library, accessible by elevator or stairs. Work requires stationary positions for long periods of time, using a computer workstation and other office equipment and receiving visitors to the Library Director's office. Working time may require irregular hours and/or weekend shifts.

BENEFITS:**\$15.00 per hour**

Hours vary, all positions may include morning, afternoon, evening and weekend hours. Employees may be required to adapt to future schedule and location changes depending on library needs.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant absent undue hardship.