

BAY COUNTY LIBRARY SYSTEM
Job Description
ADMINISTRATIVE ASSISTANT

NATURE OF POSITION

The nature of this position is to facilitate the work of the Director and the Assistant Director. Primary responsibilities are to function as the chief office manager, to serve as secretary/receptionist. Reports to the Director and in her/his absence the Assistant Director.

ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Promote and further the purpose and objectives as stated in the Bay County Library System Policy and Procedure Manual.
- Work with patrons, co-workers and supervisors in a manner that is positive, supportive and cooperative and in the best interest of the library.
- Be proficient in the application and operation of appropriate hardware and software for system office applications, i.e. Windows Office Professional, etc.
- Become proficient in operation of equipment in performance of duties, i.e. computers, multi-line telephone, fax, calculator, photocopy and other machinery as appropriate.
- Possess a pleasant and businesslike telephone manner and presentation.
- Mature skill in all clerical and secretarial routines and in office procedures.
- Bend, twist and lift materials and equipment up to 25lbs and perform repetitive movements in keyboard operations.
- Practice good habits of promptness, neatness, and accuracy.
- Possess good judgment and initiative.
- Ability to use both oral and written English appropriately and effectively.
- Ability to deal with confidential matters associated with the office with a high degree of discretion and loyalty.
- Must be adaptable and work well under pressure.
Possess transportation for business errands.

EXAMPLES OF POSITION RESPONSIBILITIES

Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.

- Serve as confidential secretary to the Director and Assistant Director.
- Greet visitors, schedule appointments, provide routine service and procedural information, make travel arrangements, schedule and make arrangements for meetings.
- Serve as office manager, developing necessary office routines and procedures, arranging office staff meetings and coordinating calendars for Director, Assistant Director and H.Q. staff.
- Handle as many routine situations as possible, referring problems to proper channels for handling. If Director and Assistant Director are unavailable, document all happenings for a report to Administrators upon their return.
- Supervise and train clerical personnel within area of responsibility, i.e. computer inputting, incoming-mail distribution, filing, telephones, prosecutor letters, special projects, etc..
- Compose and type correspondence, maintain documents pertaining to library business, board meetings, surveys, reports, databases and spreadsheets and coordinate completion of annual State Aid Report.
- Advertise job vacancies, schedule interviews, and maintain applications.
- Coordinate Gift of Reading Program.
- Coordinate scheduling and attend Library Board Meetings, record and prepare minutes for publication.
- Overall supervision of file retention and management of important library papers and correspondence.
- Receive, record, and deposit cash receipts.
- Overall responsibility for system-wide supply room. Maintain supply inventory by ordering and stocking, distribute and inventory supplies as needed.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Business school degree or two year college in business curriculum plus two years related work experience. An equivalent combination of education and experience. Typing proficiency required: 60 wpm.