Position - Administrative Assistant

Description - The Administrative Assistant, under the supervision of the Library Director, will be responsible for general office administration and clerical functions, serves as support for building management, account management, customer service and communications. The Administrative Assistant provides clerical support for Director and Library Board activities.

Rate of Pay / Schedule – Full Time / Scheduled for 40 hours per week / annual salary $34,000-$40,000 / Benefits – employee covered medical/prescription insurance, life insurance, short-term disability, retirement plan, sick, vacation and holiday time.

Requirements – Minimum high school diploma with a combination of additional training, schooling and/or experience. Excellent clerical and computer skills are required. An associates or bachelor's degree in business or accounting, previous office administration experience and knowledge of public library services, familiarity with QuickBooks and basic accounting functions are preferred qualities.

Additionally, the Administrative Assistant will possess the ability to:

- communicate effectively in writing, including the ability to compose, edit and proofread, produce and publish high-quality written materials in a variety of formats and media
- use PC applications, including word processing, spreadsheets, databases, calculator, e-mail, Internet, and to organize and use electronic files at a proficient level with experience using Microsoft Office applications
- pay attention to details and produce accurate work
- project an enthusiastic, positive and professional image of the Library
- achieve and maintain cooperative and effective working relationships with the Library Director, Library Trustees, staff, volunteers and members of the public
- set priorities in a changing environment and make decisions in a timely manner
- communicate with vendors and the public both on the phone and in-person in a professional and courteous manner
- handle confidential and sensitive information in an appropriate and secure manner
- organize work under minimal supervision

Essential Duties

The Administrative Assistant will have the following major areas of responsibility:

Administrative Functions: Prepare and distribute Board packets and communications; record Board, Committee and other meeting minutes; work in concert with the payroll and bookkeeping company; maintain library records including personnel and benefits files; act as liaison between staff and benefits providers; provides support for Library data gathering; assist Director with preparation of materials utilized in budgeting and auditing; track Board member terms and expiration dates.
**Account Management:** Review accounts payable and payroll time sheets; prepare incoming cash and checks for bank deposits; prepare bank transfers; maintain financial documentation; assist with annual audit; retain and manage equipment and contract files; perform daily cash reconciliation; biweekly payroll data entry, ensure complete accuracy of benefit deductions, submit all appropriate filings for Federal and State tax withholdings; mailing checks to vendors and matching of vouchers to invoices in a timely manner.

**Communications:** Maintain utmost confidentiality in regard to personnel and administrative issues; maintain Board communications and records; maintain verbal and written communications with the highest professional standards; interpret policies for public display of material and use of facilities; process notifications for all gift and memorial contributions.

**Office Management:** Maintain accurate filing systems; provide support in clerical and data-gathering functions; maintain and update various handbooks; possess the ability to troubleshoot office equipment and resolve minor problems; maintain inventory records; in conjunction with Circulation Supervisor, monitors and orders supplies as necessary; answer telephone calls and have the ability to answer questions or direct calls appropriately; receive visitors at administrative offices; oversee the record retention schedule; maintain staff contact lists; process incoming mail distribution, outgoing mail and related postage issues.

**Meeting Room Management:** Take reservations from the public; keep both the electronic calendar and paper calendar up-to-date; ensure no conflicts between public reservations and internal/staff use; ensure security deposits are submitted and disposed of properly; ensure meeting rooms have the requested equipment and are set-up on a daily basis; ensure lower level kitchen has adequate supplies for Library functions and meetings; occasionally manage food/catering for specific Library events.

The Administrative Assistant will also possess the physical ability to lift 50 pounds, stamina to perform typical job duties and must be willing to work variable hours.

**The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.**

**Terms of Employment** - The Library Director will determine the schedule. Employment is in good faith and at will. The salary, benefits, and termination of employment are in accordance with Board policy. There is a three-month probationary period.

**Evaluation** - The Library Director will evaluate performance of this job in accordance with Board Policy.

Cover letters and resumes may be mailed to Dexter District Library, 3255 Alpine St., Dexter, MI 48130. Fax resumes to 734-426-1217 Attn. Paul McCann, Library Director or via e-mail to pmccann@dexter.lib.mi.us