

# MERIDIAN LIBRARY DISTRICT

## Administrative Assistant



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### Position Summary

Under the direct supervision of the Executive Manager, the Administrative Assistant supports the library operations by performing office administrative duties. This position assists with a variety of clerical tasks such as preparing and organizing documents, data entry, managing supplies, providing purchasing/receiving assistance, and coordinating direct mailings.

The majority of work hours are spent on administrative and clerical activities.

### Duties and Responsibilities

#### *Essential*

#### ***Supply Management***

Oversees supply inventory by checking stock to determine inventory level. Anticipates needed supplies, purchases necessary materials and ensures receipt of supplies. Prepares purchase quotes by verifying specifications and price. Verifies receipt of items by comparing items received to items ordered.

#### ***Financial***

Accurately enters, updates, reconciles, and/or retrieves accounting data, such as credit card charges, from systems and monitors purchases and financial transactions to comply with current District policy and procedures, including maintaining confidentiality with sensitive documents and information and maintaining supporting documentation. Scan, file and log accounting documents and remove records according to the records retention schedule. Assist in accurate and timely tracking of fixed asset inventory.

#### ***Records and Reports***

Maintains accurate records, collects statistics, tracks performance measures and prepares reports related to library services and events to include attendance, outcomes, evaluation, costs, etc. as

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required by administration. Completes clerical tasks such as record maintenance, document management, document scanning, compiling lists and drafting resource guides. Keeps information accessible by sorting and filing documents. Prepares and organizes documents, including some documents for board meetings and mailings. Ensures the correspondence is accurate and free from grammatical errors. Assists with coordinating tax form distribution for public access to all locations. Sorts and distributes mail and packages. Assists with financial tasks such as processing invoices, maintaining expense records, and assisting with budget tracking. Assists with asset tracking and annual inventory. Maintains good attendance and timekeeping records.

### ***Operations***

Tracks board trustees volunteer hours. May be required to attend once a month Board of Trustee meetings. Trains and monitors new public notaries. May assist in the printing and distribution of library materials, brochures, fliers, etc. Works in an office setting and remotely. Open District mail and process payments in accordance with library policies and procedures.

### ***Customer Service***

Provides high quality internal customer service to other staff and vendors. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.

### ***Clerical***

Assists with special projects that may include sensitive or confidential information. Participates in other clerical and data entry projects as assigned. Updates job knowledge by participating in education opportunities.

### ***Marginal***

Runs errands for the library admin team.

Performs other duties as assigned.

To demonstrate our commitment to a culture of inclusivity, collaboration, and professional development, staff participates in committee groups as assigned by the District.

Assists library leadership team as necessary with reports, purchasing, photography and staff photo management, and with staff badge creation.

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## **Qualifications**

### *Minimum Qualifications*

#### ***Knowledge, Skills, and Abilities***

Demonstrated commitment to diversity, equity, and inclusion.

Demonstrated ability to maintain and properly manage confidential information.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive relationships with outside organizations. Must be able to work alone at a location as well as remotely.

This position requires flexibility and juggling of tasks and priorities. The Administrative Assistant must be detail-oriented and accurate with exceptional organizational skills. Skills include: supply management, tracking budget expenses, vendor relationships, organization, internal customer service, and documentation skills.

Proficient with standard computer applications (including Microsoft Office and Google applications), Airtable and online searching. Ability to learn and adapt to new software and equipment technologies.

#### ***Experience***

1-3 years of administrative or office support experience, or equivalent experience, training, and/or education

#### ***Education***

High School Diploma or G.E.D.

#### ***Training, Licenses, or Certifications***

Valid driver's license

#### ***Supervisory Responsibility***

None

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### *Preferred Qualifications*

An Associate's or Bachelor's degree. Bilingual, preferably Spanish-English, Russian-English, or other languages. Desired personal attributes include: a positive approach to interacting with the public, a continuous desire to update technology skills, and a sense of humor. Knowledge of board meeting protocol such as Open Meeting Laws and Roberts Rules of Order

## **Working Conditions**

### ***Physical Requirements***

This position requires the employee to routinely sit, stand, walk, and perform manual dexterity movements; constantly see, hear, listen, and speak clearly; occasionally twist/turn, stoop/bend, crouch, and maintain flexibility; seldom squat, kneel, climb, crawl, and balance. This position requires the employee to lift and carry objects weighing 10-25 pounds.

### ***Mental Requirements***

This position requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical and numerical filing/sorting, and perform basic math.

### ***Technology, Equipment, and Devices***

This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used computer applications copiers, printers, and email, cloud environments, and the internet. This position must be able to use the library's systems and databases. This position requires the employee to operate and troubleshoot general office equipment. This position may require operation of a vehicle on behalf of the District.

### ***Expected Hours of Work***

This position requires the employee to work a daytime schedule Monday-Friday. May occasionally work weekends or evenings. Position schedule and work location is subject to change at any time at the discretion of management.

### ***Work Environment***

This position requires the employee to work on repetitive tasks, work alone, work remotely, and work around others. The position subjects the incumbent to have verbal contact with others, have face-to-face contact, and be subject to inside environments.

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Position schedule and work location are subject to change at the discretion of management to support business needs.

***Expected Travel***

This position requires limited travel throughout the library district.

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**Disclaimers:** The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.