

Job Title: Administrative Assistant

FLSA Status: Non-Exempt

Supervisors' Titles: Executive Assistant, Development Director, Finance Director

General Summary:

Provides vital administrative support for the Administrative Team of the Adams County Library System through customer service, general clerical support, finance support, database management, and special event support. Some weekend and evening hours may be required.

Work is performed in keeping with the objectives, policies and established procedures of the Adams County Library System.

Essential Duties and Responsibilities:

- Promotes and maintains high standard of public relations.
- Enforces Adams County Library System policy and procedures.

Administrative Support for Finance Director:

- Reviews and approves invoices for payment using SPARK integrated library system.
- Counts weekly money bags from all branches, prepares and makes all bank deposits.
- Prepares checks for mailings to vendors.
- Maintains finance files.
- Assists the Friends of the Library with clerical and computer needs.

Administrative support For Development Director:

- Acts as the primary point person for updating, adding and maintaining donor and prospect records in the Donor Perfect database and related correspondence.
- Utilize Donor Perfect to create reports as requested.
- Manages the donation acknowledgement process.
- Assists with tasks required to support the planning and execution of library events.
- Other tasks as assigned.

Administrative Support for Administrative Staff (Executive Director, Assistant Executive Director, Executive Assistant., Computer Systems Director):

- Assists the Administrative Staff with first line telephone customer service.
- Assists visitors to the Administration Office.
- Researches various information via telephone, email, internet, etc.
- Assists the Administrative Staff with specific office tasks and ordering of supplies.
- Manages bulk mailings ensuring all deadlines are met.
- Coordinates the scheduling of the library's meeting room space.
- Other tasks as assigned.

Required Knowledge, Skills, and Abilities:

- Ability to learn Adams County Library System policies, practices, goals and objectives.
- Must possess and demonstrate attention to details and excellent customer service, communication and organizational skills.
- Proficiency in utilizing computer applications including Microsoft Office Suite and Google Docs (word processing, desk top publishing, and spread sheets).
- Ability to handle many projects simultaneously and show flexibility in task assignments.
- Ability to prioritize assignments to accomplish tasks within a deadline.

Education and Experience:

- High school diploma required; college degree preferred.
- Experience working in an office with public contact required.
- Must have computer ability to adequately utilize Integrated Library System, Microsoft Office applications and electronic information sources.
- Bilingual/Spanish a plus.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers			X	
Standing/Walking:		X		
Climbing/Stooping/Kneeling:		X		
Lifting/Pulling/Pushing:		X		
Coordinated movement of fingers and hands: Must be able to write, type, and use phone system.				X

Working Conditions:

- Normal, indoor working conditions, with adequate work space, temperatures, ventilation and lighting.
- Normal office exposure to noise, stress and disruptions.
- Position requires ability to sit and use computer workstation for extended periods of time.

Required Signature:

I have read the above position description and fully understand the requirements.

Employee

Date

Executive Assistant

Date

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Last Modified: July 14, 2022