

Administrative Specialist

JOB TITLE: Administrative Specialist

FLSA STATUS: Non-exempt

GRADE: 37

DEPARTMENT: Various

APPROVED DATE: 01/2004

REVISED DATE: 02/2016, 01/2019, 04/2021, 01/2022, 02/2022

Job Summary

Perform a variety of highly skilled and complex administrative functions such as administer and interpret grant requirements throughout all stages of the process, lead and participate in project teams, produce analytical reports on revenues and expenditures, and compile budget requests and recommend expenditure requests for designated accounts to support one or more departments to contribute to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Serve as a liaison between assigned director and library personnel, community organizations, and the general public; review email and respond to staff and customer inquiries or forward as appropriate.

2. Create and edit a variety of documents, including reports, contracts, presentations, spreadsheets, and correspondence.
3. Manage department content for the library web pages and intranet.
4. Assist with the development and implementation of new library guidelines and internal procedures to improve department functioning.
5. Interpret and apply rules, regulations, and policies; revise, modify, and write new policies; keep abreast of current developments, legal and otherwise.
6. Schedule and coordinate meetings, appointments, and conferences; maintain departmental and/or meeting room calendars.
7. Prepare meeting materials, transcribe meeting minutes, manage event set up and tear down, and arrange event catering and refreshments.
8. Produce analytical reports on revenues and expenditures; compile budget requests and recommend expenditure requests for designated accounts.
9. Assist with tracking departmental budget expenses and coordinating purchasing.
10. Process donations and incoming revenue from donors, community libraries, and fundraising events.
11. Administer and interpret grant requirements throughout all stages of the process.
12. Lead and participate in project teams.
13. Create and maintain filing systems.
14. May represent supervisor at meetings.

Additional Duties and Responsibilities

1. Attend meetings, trainings, and workshops to support learning and development.
2. Assist with travel arrangements for Board members and department staff as directed.
3. Train new staff as needed.
4. Assist with special projects as required.
5. Perform other duties as assigned.

Supervision

This position reports to a department director. Supervision is not a regular part of this position.

Knowledge, Skills, and Abilities

1. Thorough knowledge of established office administration practices and procedures.
2. Actively promote the principles of equity, diversity, and inclusion in the workplace and in the community.
3. Knowledge of established library practices and procedures preferred.
4. Knowledge of Microsoft Office 365 Suite, especially Outlook.
5. Knowledge of or the ability to learn HTML, Publisher, DocuSign, and Adobe Acrobat.
6. Strong customer service skills.
7. Strong organization and attention to detail.
8. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
9. Ability to communicate effectively with diverse audiences.
10. Ability to work independently and to set priorities.
11. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
12. Ability to operate relevant computer systems, including hardware and software, electronic databases, email, and internet navigation in addition to other office equipment and security systems.
13. Ability to maintain confidentiality in matters requiring discretion.
14. Ability to remain flexible and be comfortable working in a dynamic environment that may involve ambiguity and politically sensitive issues.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. High school diploma or G.E.D. required.
2. At least one year of related office administration experience or an equivalent combination of technical training and related experience.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. The incumbent may occasionally move objects or materials weighing up to 25 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.