

Administrative Assistant

JOB TITLE: Administrative Assistant

FLSA STATUS: Non-exempt

GRADE: 35

DEPARTMENT: Various

APPROVED DATE: 03/2023

REVISED DATE:

Job Summary

This part-time position will perform general clerical duties to support the Programming team and to contribute to the effective operation of the Library District's effective providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone. Remote work is optional.

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. Create and facilitate the completion of digital contracts with presenters, performers, and author/illustrators regarding library programs; maintain records of requests and distributions for programming.
2. Request and track receipt of W9 forms for contracted library programs.
3. Create purchase orders for and approve payments for presenters.
4. Track use of funds across libraries and provide budget information to staff as needed.

5. Assist staff in troubleshooting issues with presenter contract process.
6. Provide effective administrative and office support for library administration through a variety of general clerical tasks.
7. Perform effective office administration such as creating and maintaining filing systems, maintaining multiple calendars and task follow-up systems to assure timely administrative actions, and developing office procedures and systems.
8. Edit and prepare a variety of documents including reports, presentations, spreadsheets, and correspondence.

Additional Duties and Responsibilities

1. Attend meetings, trainings, and workshops as assigned.
2. Assist with special projects as required.
3. Perform other duties as assigned.

Supervision

This position reports to a District Manager. Supervision is not a regular part of this position.

Knowledge, Skills, and Abilities

1. Thorough knowledge of established office administration practices and procedures.
2. Knowledge of established library practices and procedures preferred.
3. Knowledge of or ability to learn DocuSign, MS Office 365, Publisher, and Adobe Acrobat required.
4. Strong customer service skills.
5. Strong organization and attention to detail.
6. Ability to communicate effectively with diverse audiences.
7. Ability to work independently and to set priorities as well as to maintain integrity of custody of library funds.
8. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
9. Ability to type 50 words per minute and to produce finished correspondence, documents, and reports using computer-based software applications.

10. Ability to operate relevant computer systems including hardware and software, such as Microsoft Office, electronic databases, email, and internet navigation in addition to other office equipment and security systems.

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 required or 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 made 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.