



JOB DESCRIPTION

TITLE:	Administrative Associate	DEPT.:	Administration
REPORTS TO:	Executive Director	CLASSIFICATION:	Non-Exempt

Objective: As a team member of the Administration Department, this position is primarily responsible for administrative support functions. Supports the Library Board of Trustees by preparing documents and taking minutes. Responsibilities include compiling statistics and reports, planning events, and providing direct support to the Executive Director and Assistant Director.

Duties:

1. Provides direct support to the Executive Director, Assistant Director, and Trustees, and general support to staff.
2. Assists with Board meetings, including taking meeting minutes and preparing Board packets on a monthly basis. Books meeting rooms and updates website with Board information.
3. Provides document management related to Administrative and Board business, including audits, surveys, and updates to the policy manual.
4. Assists with planning and implementation of events for the Library.
5. Gathers information, compiles statistical reports, assists in analyzing statistics and reports, and completes reports for multiple agencies.
6. Responsible for outgoing mail including operation of postage machine.
7. Participates in continuing education through library provided training, reading, and workshops. Shares information learned.
8. Performs other duties as assigned.

Minimum Qualifications:

Education:

Two years of college level coursework, Associate's Degree, LTA certificate, or equivalent

Experience:

1 year of related experience in a comparable business, organization, or library

Necessary Knowledge, Skills, & Abilities:

- Ability to work with efficiency, skill, accuracy, and appropriate speed
- Ability to work collaboratively as a member of a team with colleagues and managers
- Communicates effectively in English, both orally and in writing
- Ability to read and understand written information and instructions
- Ability to use good judgment following procedures in support of library policies
- Ability to provide excellent customer service with the public and staff
- Detail-oriented, able to handle multiple tasks and work efficiently

- Ability to exercise initiative and to make independent decisions
- Ability to type, read, and enter data into computer accurately
- Proficiency in the use of personal computing technologies
- Knowledge of Windows and Microsoft Office Suite
- Ability to learn library website content management software
- Ability to troubleshoot minor problems with computers and peripherals
- Demonstrates ease and comfort with emerging technologies
- Ability to learn website content management software
- Knowledge of, or ability to learn, federal, state and local laws as reflected in library policy

Supervisory Responsibility:

None.

Physical Requirements:

- speaking, hearing, vision, and manual dexterity sufficient to adequately perform the job
- ability to push/pull up to 100 pounds and lift or move up to 25 pounds occasionally
- prolonged sitting and repetitive keyboard use

Working Conditions:

Work is performed in a typical library environment. Must have valid driver's license and proof of auto insurance or have the ability to arrange own transportation between Main library, branches, and other locations as needed.