

Beloit Public Library Administrative Assistant

Department: Administration
Status: Exempt Confidential
Range: 54
Revision Date: April 17, 2019

Organizational Relationships

Reports to Business Manager.

General Summary

Provides a wide range of complex and confidential secretarial and administrative coordination to the Library Director, Business Manager, and Library Board members. Work involves the exercise of initiative and independent judgment in work performance including executive office management and frequent communication and interaction with external sources and senior level personnel necessitating exposure to sensitive information. Frequently involves responsibility for carrying through entire processes of considerable importance.

Principal Duties and Responsibilities

Essential Functions

- Prioritizes a variety of administrative services for the staff, Library Board, and public.
- Represents the Library to the general public as well as a variety of public and private organizations
- Provides general secretarial support for the Library Director, Business Manager, Leadership Team, and Library Board members.
- Types and edits correspondence, reports, and other information often of a strategic and confidential nature.
- Maintains positive relations with the community, library staff, leadership team, and volunteers.
- Assists volunteers, Friends at Beloit Library, Beloit Public Library Foundation, and Library Board of Trustees with projects, reports, and fund handling as requested.
- Assists with complete and up-to-date filing system including personnel records, library financial records, and library policy and procedure manuals.
- Assists Business Manager in accurate accounting of monies collected for the library and affiliated organizations.
- Reconciles and processes deposit of cash register(s) on a daily basis, and coin-ops from copy machines and internet printers as needed.
- Processes invoices, purchase orders, requisitions, and claims.
- Assists with payroll entry and personnel paid leave records in the MUNIS software.
- Maintains inventory of supplies and orders as needed.
- Gathers information and assists in the preparation of reports, surveys, studies, and presentations as needed.
- Receives, reviews, and distributes incoming mail.



- Maintains library meeting room calendar, scheduling events for library programming and community groups.
- Coordinates meeting room set-up needs with custodial staff.
- Offers Blender Café catering opportunities for groups using library spaces.
- Ability to provide truthful, forthright, and complete information when voluntarily answering or providing information or when compelled to answer questions or provide information.
- Ability to maintain regular and predictable attendance and punctuality.
- Other library-related duties as assigned.

Education and Experience

- Three years of general office experience preferred.
- Two years of college preferred.

Knowledge, Skills, and Abilities

- Ability to effectively present information and respond to questions from library employees and vendors both orally and in writing.
- Knowledge of office practices and equipment including computer, printer, copy machine, scanner, and calculator.
- Familiarity with current computer software and ability to learn new programs.
- Advanced knowledge of word processing, spreadsheets, databases, and presentation software found in the Microsoft Office Suite.
- Familiarity with money handling and basic accounting practices.
- Ability to gather statistics and generate reports.
- Ability to work independently, organize, and prioritize work; respond to varied/changing work demands and make decisions as required; demonstrate initiative.
- Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, co-workers, and supervisors.
- Ability to speak, write and read English, using good grammar.
- Ability to maintain confidentiality of library records, correspondences, and business information.
- Ability to make work-related decisions in accordance with department policies and regulations with a minimum of supervision.
- A valid driver's license and the ability to travel as needed.

Physical and Working Conditions

- Daily keyboarding, writing, mouse use, filing, counting money.
- Daily sitting, standing, walking, crouching, and stooping.
- Daily bending/twisting and reaching.
- Daily lifting of up to 10lbs and occasional lifting of up to 40 lbs.
- Daily talking and hearing; use of telephone.
- Daily corrected far vision at 20' or further and near vision at 20".
- Frequent driving of car.

Other Duties as Assigned

In an effort to provide for continuity of government under ss 166.23(1) and City of Beloit Code of General Ordinances 1.11, you may be required to provide administrative support for the City of Beloit Emergency Operation Center or other city department during declared states of emergency. This may require an altered work schedule during the declared emergency.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements

Signatures:

Employee	Date
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Supervisor	Date
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Library Director	Date
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