

Job Title: PT Administrative Assistant

FLSA Status: Non-Exempt
ACLS Pay Band: Line 3

Supervisors' Titles: Executive Assistant, 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, and database management. Minimal 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.
- Must have strong Customer Service Experience and ability to work well with Internal and External Customers.

Administrative Support for Finance Director:

- Reviews, creates 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.
- Serves as a liaison between the Finance and Development departments to ensure timely and accurate accounting of contributions.
- Enters all organization vendor invoices and credit card transactions in QuickBooks Online.
- Oversees the cash box and provides change for staff.
- Prints income reports from Square point of sale system.
- Assists the Friends of the Library as needed.
- 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.
- Responsible for all Administrative incoming and outgoing mail. Have knowledge of or become familiar with Stamps.com.
- Coordinates and manages 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) and PC based accounting software.
- 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, QuickBooks Online and electronic information sources.
- Prior bookkeeping experience preferred.
- Bilingual/Spanish a plus.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Sitting:				X
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.