

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Library Administrative Assistant

E-PLAN

CLASS TITLE: Administrative Assistant

SG:E-7

CS:N

DEPARTMENT: Library

FLSA:Y

EEO4CODE:AS

JOB SUMMARY:

Serves as confidential administrative assistant to the Library Director and performs a variety of administrative, office management, budgeting, payroll, secretarial and bookkeeping duties for the Library.

SUPERVISORY RELATIONSHIP:

Reports to the Library Director. Works independently under the guidance of City and departmental policies and procedures and applicable State laws and regulations.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Supports work of the Library Director. Includes preparation of reports, grant applications, policies and studies. Screens incoming calls, mail, visitors and requests. Provides detailed information regarding established Library services and procedures within the scope of assigned authority. Prepares routine correspondence and assists with preparation of correspondence that may include confidential information.
2. Manages office operations for the Library. Develops office procedures and forms and performs administrative tasks involving payroll, budgeting and accounting and personnel.
3. Prepares and monitors Library budget. Includes tracking expenditures and preparing a variety of monthly financial reports for the Director and Library Board of Trustees. Reconciles accounts and assists Director with preparation of the Library's annual budget. Assists in the preparation of annual financial report for the City of Bellingham and the Washington State Library including illustrative graphs and charts.
4. Prepares, maintains and monitors payroll and benefit records of all Library personnel. Initiates and processes all paperwork for library personnel including appointments, terminations and changes. Explains City and Library policies and benefit programs to newly hired and other Library employees.
5. Performs all Library purchasing activities: prepares requisitions; maintains inventory; reviews invoices for accuracy and prepares claims forms for authorization of payment to vendor.
6. Maintains financial records including: collecting and counting money; auditing cash register tapes; reconciling money collected for fines, damaged books, etc.; preparing

deposits; verifying and remitting refunds; contacting NSF patrons and arranging for repayment; monitoring revolving and Gift Fund transactions.

7. Schedules appointments and arranges meetings for Library Director and Board. Arranges local and out-of-town reservations for conferences, transportation and lodging for Library Director and Board or for visitors to the Library as directed.
8. Monitors maintenance contracts on and trouble shoots the following office equipment throughout the Library: typewriters, copiers, postage meter, calculators, cash registers and telephones.

ADDITIONAL WORK PERFORMED:

1. At the Director's request, serves as secretary to the Library Board of Trustees, attends Library Board meetings, takes notes, prepares and indexes Board minutes.
2. Upon request, collects compensation and comparative data for union negotiations with ASFCME 114L. Types and tracks management proposals and prepares spreadsheets and other documents for presentation in negotiations.
3. Performs other appropriate duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Thorough knowledge of bookkeeping, financial record keeping rules and procedures and current budget procedures and systems used by the City.
- Strong computer skills including word processing, 10-key calculator, creation and use of spreadsheets and database applications. Willingness and ability to learn new applications and techniques.
- Ability to add, subtract, multiply, divide, compute percentages and create formulas.
- Working knowledge of office management and secretarial principles and procedures and the Library's purpose, functions and practices.
- Knowledge of, and ability to, apply and explain City and Library policies, procedures and practices and State reporting requirements.
- Excellent literacy skills including knowledge of standard English usage, composition, punctuation, grammar, spelling and letter/memo/report formats.
- Ability to work independently with minimal daily supervision, prioritize work and use good time management skills.
- Good planning, organizational and problem-solving skills including flexibility and adaptability.
- Ability to work accurately and maintain attention to detail in an atmosphere of frequent interruptions.
- Strong oral communications skills.
- Ability to interact effectively with citizens, patrons, visitors, co-workers, management and others using courtesy, tact and good judgment.
- Ability to maintain the confidentiality of sensitive information.
- Expert ability to operate standard office equipment including calculators.
- Physical ability to perform required duties of the position.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

WORKING ENVIRONMENT:

Work is performed in office reception area on the third level of the main library, accessible by elevator or stairs. Work requires sitting for extended periods of time, using a computer workstation and other office equipment and receiving visitors to the Library Director's office.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Three years responsible experience in accounting/bookkeeping and office management.
- One year of relevant post-secondary vocational or college training.
- Strong experience utilizing computer applications for word processing, spreadsheets, and database management.
- Keyboarding at 45 WPM.
- Experience utilizing computer graphics and presentation software preferred.
- Experience in a City department preferred.
- A combination of education and experience, which provides the applicant with the required knowledge, skills and abilities, will be considered.

PREPARED BY: Sharon Skagen
6/80

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