



## Position Description

<b>Position title:</b> Administrative Assistant	<b>Department:</b> Library
<b>Reports to:</b> Director	<b>Supervises:</b> N/A
<b>FLSA status:</b> Part-time hourly	<b>Date revised:</b> 9/10/21
<b>Starting salary:</b> \$14.10 per hour, plus IPERS and paid leave	<b>Hours:</b> 56 hours per pay period (two weeks)

### Position Summary

The Administrative Assistant supports the Director and maintains the Library's financial records, files and usage statistics. This position also provides front desk support and develops an assigned area of the library's collection.

### Essential Job Duties

- **Work ethic**—Adhere to high standards of honesty, responsibility, and trustworthiness at all times.
- **Financial recordkeeping**—Reconcile cash register receipts, statements of revenue and expenditure, petty cash, change bag, and credit card statements. Process cash from vending machines and donations. Develop weekly deposits for submission to City Hall. Prepare vendor claims for approval prior to monthly board meetings. Submit and file approved claims, and mail payments. Maintain endowment donor records.
- **Filing**—Maintain the organization of paid claims, vital records, and the Director's working files.
- **Office supplies**—Order supplies. Consolidate orders to minimize shipping costs.
- **Collection development**—Select materials for an assigned area of the collection.
- **Payroll**—Review and summarize timesheets prior to submission to City Hall. Guide new employees in filling out their timesheets.
- **Front desk**—Provide support at the front desk as needed during staff shortages.
- **Usage statistics**—Compile quarterly usage reports, and gather other data as needed.
- **Other**—Perform other duties as assigned by the Director.

### Knowledge, Skills, and Abilities Required

- **Customer relations**—Maintains high standards of internal and external customer relations; a clear, tactful and friendly communication style; both written and oral.
- **Computer and office equipment**—Has experience with Microsoft Excel and Word, and accurate calculator computations. Is able to operate various pieces of office equipment.
- **Accuracy**—Demonstrates a keen eye for detail and accuracy in record keeping.
- **Keyboarding**—Types accurately at 50 wpm or better.
- **Sequencing**—Accurately sorts a cartload of books (after receiving Dewey Decimal system instruction and practice).
- **Physical requirements**—Refer to the document titled "Physical Job Requirement Analysis" for a description of physical work requirements at the Fairfield Public Library.

### Entry Requirements

- **Education and training**—High school diploma or GED equivalence.
- **Work Experience**—Two years of general clerical, recordkeeping, and customer service.

- **Exams and tests, upon request of the Director**—Background checks, physical examinations, and/or drug testing.
- **Residency**—Must reside within 30 miles of the Fairfield City Hall. This residency requirement must be established within six months after the date of hire and shall be maintained throughout employment with the Fairfield Public Library.

### **Work Environment**

Most work is performed in an office setting seated or standing with appropriate heating and cooling, and is not subject to significant occupational or environmental hazards, other than those normally associated with general public contact. Most work is performed at a computer, or using other office equipment. The noise level in this work environment is usually low. Work may involve frequent interaction with the public and frequent interruptions. Ongoing contact with the public always has the potential for dealing with difficult or unhealthy patrons.

### **Hours of Work**

Generally 56 hours per pay period (two weeks). This position is occasionally required to work different hours with minimal notice to meet operational needs.

### **Disclaimer**

The above information is intended to describe the general nature and level of work to be performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The Fairfield Public Library reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by the Director. Reasonable accommodations may be made as needed for employees to be able to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service and/or a collective bargaining agreement, Fairfield Public Library employees are considered at-will employees. An employee may terminate his/her employment at any time, and the Fairfield Public Library may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the Fairfield Public Library is to be considered "at-will."

### **Employee acknowledgment**

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements, and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements, and working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_