

Thomas Crane Public Library
Executive Assistant for Administration
Confidential Employee (non-Union)

General Statement of Duties

Oversees the smooth operation of the Administration Office. Performs secretarial, accounting and clerical duties related to the management of the library's administrative and financial operations, including the handling of confidential information. Purchases all library materials and supplies with the exception of Collection materials, i.e. books and media. Coordinates building and grounds-related work orders and materials with the Library custodians, and liaises with various City Departments pertaining to facilities maintenance. Maintains the highest level of confidentiality and discretion. Works as an integral part of the Thomas Crane Public Library staff.

Supervision Received

Works under the direction of the Director of Libraries, assists Deputy Director and Technology Director as needed. Employee generally sets own daily work plan, choosing between appropriate courses of action to achieve defined objectives; all questionable cases are referred to supervisor. Performs responsible duties requiring the exercise of some judgment and initiative in performing responsibilities and independently completing assigned tasks according to a prescribed time schedule.

Principal Duties

Provides the highest level of customer service to anyone calling or visiting the library's administrative offices. Exercises a high level of authority solving problems and a high degree of diplomacy in fielding questions and complaints from library users and stakeholders.

General

- Acts as the library director's confidential secretary, which includes typing, managing appointments and meetings, and other secretarial duties as required
- Acts as the Administration office receptionist, which includes screening telephone calls, responding to inquiries from the public, staff, library trustees and others, and referring inquiries to the appropriate library employee or department

Fiscal

- Maintains library accounts of receivables, expenses and purchase orders. This includes submitting requisitions for the purchase of supplies, equipment and library materials, verifying and preparing invoices for payment, proper coding of expenditures, listing, summarizing and segregation of bills, and posting to accounts using appropriate procurement processes, and utilizing state contracts whenever possible
- Maintains line-item balances with the city finance department and reports budget balances as required
- Maintains accounts of all grant monies and organizes data for grant reports and audits.

- Responsible for collecting and recording all monies collected at the Main Library and branch libraries (e.g. overdue fine payments, copier fees, etc) and prepares weekly deposit for the treasurer's office
- Submits requisitions and maintains purchase orders for all placed orders
- Collects and organizes data for projections and preparation of the library budget
- Trains administrative staff on the use of MUNIS

Admin

- Schedules the use of library meeting rooms by outside parties, including providing assistance to the public with the online reservation system
- Orders all library materials from suppliers,
- Oversees sorting and distribution of incoming mail, and the handling of outgoing mail.
- Assists in the preparation of reports, such as the annual State Aid Financial Report, and prepares regular reports for the Director as required
- Provides clerical support as needed, including preparing materials for copying and distribution, doing routine word processing, and maintaining all paper and electronic office files
- Performs other administrative and clerical support duties as required

Personnel

- Performs new employee intake and employee termination paperwork
- Prepares payroll weekly; distributes checks; maintains payroll records and time sheets; tracks salaries, wages and step payments.
- Maintains all required personnel records, including those related to vacation, sick and accumulated time
- Keeps records of trust accounts and provides such records to the library trustees, city departments and auditors as required
- Serves as Administration/Supplies Coordinator on the library's Disaster Team, tracking personnel working on recovery, maintaining in-house disaster response supplies, ordering/coordinating supplies, equipment and services with other team members, and processing related expenditures

Requirements

Education

Bachelor's degree with business or accounting coursework and demonstrated knowledge of bookkeeping principles and practices.

Experience

Recent advanced computer experience mandatory, with Microsoft Office experience (Word, Excel and Access) required. Experience with modern office equipment. Experience with accounting software and MUNIS strongly preferred.

Other

- Maintains the highest level of confidentiality and discretion.
- Knowledge of general office practice and procedures; a demonstrated aptitude for numbers and computer software; proficiency in typing, filing, proofreading, counting money, reconciling statements and recordkeeping
- Ability to be accurate when working with extremely detailed tasks with exact rules.
- Ability to multitask in a high pressure environment, with multiple distractions.
- Ability to work independently with limited direct supervision; to exercise initiative and judgment in completing tasks; and to organize and prioritize multiple tasks, manage workflow and meet deadlines
- Ability to communicate effectively in English, both orally and in writing; Ability to establish and maintain excellent working relationships with library staff, City colleagues, sales representatives, government employees and officials, and library trustees; to work in a team setting, and to assist and support coworkers and maintain flexibility.
- Must possess an outstanding customer service ethic and the ability to be friendly, courteous and tactful with the public
- Develops recommendations for changes in financial and office practices and procedures, reviews with Library Director and Assistant Director, and oversees implementation.
- Errors could result in delay and loss of department services and have possible fiscal and legal repercussions.

Physical

- Ability to accurately operate a computer keyboard and 10-key calculator
- Ability to sit for long periods of time, occasionally lift and carry file boxes, and bend or stoop to reach items
- Capacity to be easily understood on voice telephone

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)

March 2023