

JOB DESCRIPTION

Job Title:	Assistant to the Director
Grade:	3
FLSA Status:	Non-exempt
Reports To:	Library Director
Jobs Supervised:	None
Description of Duties:	Performs business office duties. Provides administrative and clerical support to the Library Director. Assists with personnel, financial, and other functions of the department. Works with the Library Director as a confidential employee.

Duties and Responsibilities:

- Creates, organizes, and maintains physical and computerized file systems and databases of highly confidential data.
- Updates and maintains computerized master payroll files for all employees, setting up new employees in the system as needed.
- Prepares reports, documents, correspondence, memoranda, forms, draft budget analyses, and special projects, as requested.
- Assists with personnel functions: completes new employee paperwork and employee termination paperwork; maintains confidential personnel records; updates forms and procedures to ensure compliance with laws.
- Prepares, places, and removes job vacancy notices and rejection letters.
- Verifies and proofreads payroll reports, payroll information, and W2 information.
- Acts as back-up to Business Manager for billing, payments, and payroll processing.
- Acts as liaison with banking institutions regarding accounts information and transfers.
- Reconciles daily cash register receipts. Prepares and makes bank deposits twice a week. Implements proper cash procedures.
- May serve as recording secretary to the Library Board of Trustees and its committees. Prepares and posts Board meeting agendas, reports, and minutes.
- Coordinates and makes arrangements for staff events.
- Picks up and delivers materials to Village Hall, post office, banks, and other sites.
- Consults with the Library Director and Maintenance Services Manager regarding ongoing and new contracts for building and maintenance services.
- Maintains and updates Material Safety Data Sheet books.
- Receives, opens, screens, and routes mail.
- Assists in the implementation of record retention procedures.
- Maintains furniture and equipment inventory records; may purchase furniture and equipment.
- Monitors inventory of office supplies and orders supplies from vendors as needed.
- May schedule meeting rooms for outside groups.

- May serve as a Passport Acceptance Agent.
- May attend staff and community meetings and events, often outside regular working hours.
- Cooperates as a team member with the library staff in performing any duties essential to the achievement of effective library operations.

Contacts outside of immediate department:

- Patrons, other departments, donors, members of public, local businesses, village employees.

Physical demands:

- Must be able to reach, remove, and replace materials on the top shelf of circulating collection of book stacks (78 inches high) and on all shelves below this height.
- Must be able to push a fully loaded cart.
- Occasional bending, lifting, reaching (including overhead reaching), and carrying objects weighing up to 25 pounds for short distances.
- Occasional periods of standing.
- Occasional repetitive motion.

Minimum qualifications:

- Competency in MS Office products required.
- Ability to express self well in English, both orally and in writing, required.
- Bachelor's degree from an accredited institution preferred.
- Two or more years of related office experience preferred.
- Knowledge of principles of human resources preferred.
- Accounting and payroll software experience preferred.