



It's your library
Check it out!

Lassen Library District

POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT

POSITION DEFINITION: Performs a variety of specialized duties related to the functions and programs of the library, which may involve considerable amount of independence of action and routine decision-making. Regularly performs with minimal supervision.

SUPERVISION RECEIVED AND EXERCISED: Receives functional supervision from the District Librarian and Manager of Library Services.

EXAMPLES OF DUTIES: Duties may include, but are not limited to the following:

- Maintains district financial records, including cash receipts, enters computer data regarding district income and expenses and prepares monthly reports reflecting district fiscal activity
- Establishes and maintains district accounts: general checking, money market funds, short-term investments, and petty cash fund, if utilized. Prepares basic reports of those accounts
- Prepares purchase orders, if utilized, verifies orders received, assembles and pays invoices, prepares district checks for signature by authorized Board and staff members and prepares district deposit slips and deposits district funds. Mails signed checks
- Maintains files of financial records and ensures completeness of expenditure authorization records and income receipt records in a format readily auditable by the District's auditor and easily reviewed by the District Librarian, Manager of Library Services and/or Financial Sub-Committee
- Advises District Librarian and/or Manager of Library Services of income, expenditure or financial reserve issues of concern
- Develops flyers to acquire professional service contract proposals for insurance and audit services
- Initiates and maintains contacts with vendors
- Prepares and presents monthly reports at Board of Trustees meetings
- As a member of the Management Team, assumes management duties assigned by the Board of Trustees, District Librarian and/or Manager of Library Services
- Serves as technical consultant and technician for the District's computers and computer network.
- Assumes the personnel duties of screening applications, contacting applicants, scheduling interviews, notifying applicants, and maintaining personnel records.
- Performs other duties as needed and directed by the District Librarian or Manager of Library Services

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office methods, procedures and practices
- Utilization and support of office machinery, computers and computer applications
- Correct English grammar, spelling and punctuation

Ability to:

- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate clearly and concisely, both orally and in writing
- Maintain a file system
- Maintain confidentiality of records
- Organize and maintain documentation
- Prioritize tasks
- Work with computer applications in completion of duties
- Maintain complete and accurate current financial records.

Experience and Training:

Any combination of experience and training which would likely provide the required knowledge and abilities. A typical way to obtain knowledge and abilities would be:

Experience: Two years experience as a Library Assistant II

Training: Minimum equivalent to the completion of the twelfth grade;
A.A. and experience in related business field preferred. Volunteer experience will be considered.