CITY OF PULLMAN, WASHINGTON
CLASS SPECIFICATION

LIBRARY ADMINISTRATIVE ASSISTANT 1301

GENERAL PURPOSE:
Performs administrative work in support of Library operations, functions and programs. Serves as administrative assistant to the Library Services Director and performs the full range of administrative support services for the Director, staff and library board.

CLASSIFICATION SUMMARY:
The primary function of an employee in this class is to provide administrative support for all library functions. As such, the incumbent often serves as the central communication link between the library, city administration, board of trustees, library staff and the general public. The incumbent is required to make discretionary decisions in all assigned areas, often initiating reviews of existing administrative procedures such as fiscal, equipment purchase, and board communication and makes or recommends improvements. The position of this class performs confidential duties in the labor relations process and is, therefore, excluded from the library bargaining unit. Occasional supervision of library support staff in the absence of professional staff may be assigned by the Director. The Library Administrative Assistant reports to the Library Services Director. Once initial orientation is completed, the incumbent is expected to perform independently in all assigned areas. Assignments outside of the normal work routine are usually in the form of an outline of what is required or a statement of the end result expected with the incumbent expected to plan and carry out assignments independently.

ILLUSTRATIVE EXAMPLE OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Relieves the director and the library's management team of administrative details such as gathering data and preparing reports; generates and maintains budget records and reports; reviews existing administrative procedures in the area of assignment and initiates or recommends improvements; writes drafts of policies and procedures for review; prepares and distributes publicity for library programs and events.

Serves as confidential secretary to the library director and library board; takes and transcribes minutes at all public meetings; follows-up on board actions as assigned and prepares proper reports; composes letters and memoranda; writes office procedures; drafts policies for Board consideration.

Maintains payroll records and prepares reports; gathers information and prepares drafts of annual budgets; prepares monthly financial reports; prepares bills for payment including frequent verification of partial shipments; maintains accurate monthly budget records and reconciles records with print-outs received from the Finance Department; reconciles daily receipts with cash collected for fines, damages and lost materials; processes purchase orders; tracks donations and drafts annual budget adjustment request to transfer funds to the library's budget.

Answers telephone to provide information about library programs and activities; schedules appointments for supervisor; schedules public meeting room; assists with public access copier; processes interlibrary loan requests.

Assists director and management staff in hiring process by advertising, screening, interviewing and training/orientation of new employees at the Library.

Talks to vendors and sales personnel to obtain comparative bids for capital expenditures; prepares reports and makes recommendation to the director.

Completes long-overdue process including composing and sending letters to long-delinquent patrons; prepares records for collection and follow-through process with collection agency.

Performs a variety of library tasks for smooth operation of the library including circulation and book bindery duties; maintains database of Friends of the Library membership.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:
(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:
- Secretarial practices including typing and transcription and general office procedures;
- General procedures relating to the gathering and analysis of data and the preparation of reports;
- Financial management processes and procedures;
- Human resources processes and practices;
- Local government organization, functions and activities;
- A variety of computer applications including word processing, spreadsheet, and database applications;
- The correct use of English grammar.

Ability to:
- Relieve a professional of administrative details with a minimum of supervision;
- Deal with the public in a tactful, pleasant, courteous, and diplomatic manner and to maintain confidentiality of information;
- Multitask and prioritize effectively;
- Operate a computer to complete assigned projects within short deadlines;
- Work effectively under stressful conditions both independently with minimal supervision and cooperatively in a team environment;
- Perform specialized work in human resources;
- Track and monitor financial and other accounting records;
- Record and maintain confidential information;
- Express ideas clearly and concisely in writing and orally;
- Take and transcribe clear and concise minutes of meetings;

- Utilize a variety of computer software programs and equipment to perform duties;
- Respond to the public over the phone or in person in a tactful, pleasant, and courteous manner;
- Gather and analyze data and prepare reports;
- Establish and maintain effective working relationships with other employees, public and private officials, the Director, vendors, and the public;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Express ideas clearly and concisely in writing and orally;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:
(Persons applying for a position of this class should have any combination of the following experience and training.)

Three years of executive level administrative and financial management experience; or substituting course work or training in administrative secretarial or library support for up to six months of the experience; or any equivalent combination of experience and training. Preference given to individuals with related higher education credits and experience in Library practices and procedures.

TOOLS AND EQUIPMENT USED:
Personal computer, Computerized Library Information System (Dynix), typewriter, copy machine, telephone, 10-key calculator.

WORK ENVIRONMENT:
(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to lift office supplies and library materials.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.

FLSA Class: Non-Exempt
Adopted: 1/83 Revised: 9/91, 5/94, 6/99, 12/01, 12/07