

Administrative Assistant

Job Description: An employee in this position performs administrative work involving a variety of office assistance tasks in support of Library operations, providing program support, preparing and maintaining files and records, performing routine bookkeeping functions, and related work as apparent or assigned. Work involves frequent public contact and is accomplished in accordance with Fontana Regional Library (FRL) policies, guidelines, and procedures. Work is performed under the supervision of the Librarian.

Job Duties

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job. Descriptions are not intended to reflect all duties performed within the job. Any one position may not include all listed duties.

1. Answers general information questions, in person, by phone, and electronically.
2. Maintains confidentiality and privacy of protected information.
3. Performs clerical tasks including word processing, data entry, filing, and office mail processing.
4. Prepares reports and statistics.
5. Processes invoices and prepares bills for payment.
6. May maintain accurate and up-to-date ledgers.
7. May assist Librarian with monitoring monthly expenditures.
8. Processes daily receipts and deposits all monies received.
9. Manages petty cash fund.
10. Orders and inventories supplies and equipment.
11. May generate correspondence, memos, and other relevant materials.
12. May coordinate annual periodical subscriptions and renewals.
13. Maintains work calendar/schedules and emergency data forms.
14. May coordinate work of staff and volunteers.
15. Maintains repair and maintenance records on equipment and schedules maintenance as needed.
16. Performs minor repairs to equipment.
17. May coordinate work orders for building and grounds maintenance.
18. May schedule use of library resources and meeting rooms.
19. May coordinate a variety of meetings, notifying participants of time and place, and distributing informational materials as necessary.
20. May provide circulation assistance to patrons, including check out of library materials, issuing library cards, assessing and collecting fines and fees, and addressing problems related to patron records.
21. May assist with planning, delivery, and promotion of programs, activities, and displays.
22. May perform opening and closing procedures.
23. May shelve library materials and keep shelves in order.
24. Supports organizational goals and objectives by participating in library system and community collaborations.
25. May be required to perform work assignments concurrently.
26. Responsible for maintaining a safe and secure working environment.
27. Evening and weekend work required.
28. Some travel required.

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Qualifications

The qualifications listed below are representative of the competencies and training required to perform this job successfully.

Knowledge, Skills, and Abilities:

1. Knowledge of office practices and procedures.
2. Knowledge of records maintenance techniques.
3. Familiarity with library principles and practices.
4. Familiarity with library circulation, catalog, and Dewey Decimal Classification systems.
5. Ability to plan and organize work, and handle interruptions.
6. Ability to accurately count money.
7. Ability to give attention to detail.
8. Ability to effectively communicate orally and in writing.
9. Ability to effectively work with diverse populations.
10. Possess good interpersonal skills including tact, courtesy, and discretion.
11. Ability to take direction.
12. Ability to use good judgment.
13. Ability to work as a member of a team.
14. Ability to work independently and exercise initiative.
15. Ability to work well under pressure.
16. Ability to use a variety of library equipment and technology.
17. Ability to effectively use various computer applications.

Education and Experience:

1. High school diploma or GED required.
2. One year of relevant office experience required.
3. One year of customer service experience preferred.
4. Experience in financial record keeping desirable.

Physical and Environmental Conditions

These conditions are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

1. Work requires physical effort in the handling of materials, boxes, tools, book trucks, or equipment up to thirty pounds in non-strenuous work positions.
2. Work requires normal range of human positions and movement including standing, walking, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, stretching, lifting, pulling, pushing, and sitting.
3. Work requires good hand dexterity and coordination for computer and other related duties.
4. Work requires clarity of speech, hearing, and vision to enable the employee to communicate effectively with coworkers and the public.
5. Work environment involves everyday risks or discomforts that require normal safety precautions.
6. Must occasionally deal with unruly or potentially dangerous individuals in library facilities.