

Uintah County

Job Description



Title:	Library Administrative Assistant	Code:	421
Division:	Administration	Effective Date:	3/07
Department:	Library	Last Revised:	3/07
FLSA Cat:	Non-Exempt	Pay Grade:	16

GENERAL PURPOSE

Performs a variety of **complex clerical and general administrative duties** as needed to ensure the efficient and effective operations of the county library. Works with Library Director, assists with planning and coordinating; completes special projects as assigned.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Library Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Provides day-to-day administrative support to the Library Director; assists with problem solving by meeting with patrons; discusses issues and determine and recommends action; assists to coordinate staff assignments and prepares shift schedules.

Receives and processes bi-weekly payroll records; inputs and records employee work hours; files time sheets; prepares biweekly payroll totals and submits to county finance for preparation of payroll checks; may maintain year-to-date records of wages, deductions, taxes and benefits.

Maintains computerized payroll records showing employee pay rates, withholding allowances, benefit deductions, and other authorized payroll withholdings; resolves payroll problems and questions; informs employees of policies, procedures, and practices affecting payroll.

Processes cash-in daily from various sources of the library, including circulation, fines, replacements, donations, grants, and fees; counts cash from each cash drawer, prepares cash drawer for daily use; verifies amounts received from branches; counts copier revenue and other "fee for use" income; prepares daily deposit; prepares all deposits, including transfer of funds and grant allocations.

Performs department purchasing and follows established policies; works with vendors; prepares materials invoices for payment; assures proper coding and allocation to accounts and prepares voucher for county clerk; documents check numbers issued on appropriations list; mails accounts payable checks.

Prepares accounts payable payments and issues payments on items \$5,000 or less; prepares petty cash checks and runs register of all checks issued for review by library board; prepares bank statements; prepares breakdown of each account for end of month reports.

Maintains and monitors fixed asset inventory control record; tracks status on fixed asset and assures proper reporting according to established procedures.

Tracks and submits financial reimbursements for state and federal grants. Helps compile and submit annual, county, state, and federal library statistical reports under Director's guidance.

Directs the delivery of overdue notices; makes telephone contacts on long-over-due materials; encourages patron to meet return deadline and informs them of fines accumulated and policies related to the same. Acts as liaison with debt collection company in resolving patron charges.

Coordinates and arranges library staff parties and socials.

Assists the Library Board in preparing Board Meeting notices and minutes and disseminates written reports and information to board members.

Performs receptionist duties; assists in mailroom duties as needed.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school with course backgrounds in accounting, bookkeeping or some other related field;

AND

B. Two (2) years responsible work experience in a library environment;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of bookkeeping and general accounting techniques most appropriate to computerized systems; personal/mainframe computer operations and applications. Some knowledge of laws and regulations governing accounting responsibility and payroll processing; acceptable purchasing procedures, bidding requirements and related regulations; general office management; inter-personal communication skills.

Skill in the operation of computer terminal and data entry equipment. Operates personal computer and various software applications for word processing, financial accounting systems, library automation systems (SirsiDynix) and spreadsheet information; accesses e-mail and effectively functions in a computerized communications environment.

Ability to work quickly and accurately with numbers; performs advanced mathematical computations; operates various types of office equipment such as adding machine, typewriter, etc.; works under time pressures in meeting deadlines; communicates effectively and verbally and in writing; accesses e-mail and effectively functions in a computerized communications environment; develops and maintains effectively working relationships with professionals, the public and fellow employees.

3. Special Qualifications:

Must be able to type.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)