



Niles Public Library District

Job Description

Job Title: Assistant—Administrative
Department: Administration
Reports To: Library Director
Classification: Grade 5
Status: Non-exempt

JOB SUMMARY

Under the direction and supervision of the Library Director, the Administrative Assistant assists the Director by performing secretarial duties which require a working knowledge of Library policies and procedures.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Demonstrates a patron-centered attitude.
5. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
6. Coordinates the preparation of materials for all scheduled Board and committee meetings.
7. Composes correspondence from notes, discussions, or independently from knowledge of circumstance and policy.
8. Organizes and maintains files and records, both paper and electronic.
9. Arranges interviews, meetings, and appointments.
10. Attends, records, and transcribes minutes of all monthly Board meetings.
11. Receives, screens, and places telephone calls, as requested.
12. Coordinates and maintains records of the display cases and meeting room requests.
13. Posts all job openings; handles all job applications received. Maintains application records.
14. Keeps inventory of and orders library office supplies on a weekly basis. Maintains an established relationship with vendors.
15. Maintains the public bulletin board with approved postings.
16. Attends staff meetings, conferences, and educational opportunities as appropriate to the position and within the budget.

B. Secondary Functions

1. Performs other duties as assigned by the Library Director.
2. Notarizes documents as requested.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to demonstrate basic computer skills using Microsoft Office products.
5. Ability to be flexible and adaptable to new situations.
6. Ability to work in an office environment.
7. Ability to troubleshoot.
8. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of library materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. High School diploma.
2. Any combination of education, experience, or training that satisfies the requirements of the position.

ADDITIONAL REQUIREMENTS

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the Library or employee and such termination can be made with or without notice.