

**Joseph T. Simpson Public Library  
Administrative Assistant Job Description  
Adopted November 28, 2017**

**Summary of Responsibilities**

Part Time, 20-25 hours per week  
Non-exempt

Responsible for planning, directing, and coordination of the functions of the library administrative office. Performs a variety of clerical and business support related tasks. Maintains the confidentiality of administrative matters. Maintains records of contributions and pledges and provides administrative support for fund raising activities.

**Education**

Two or more years of college with at least two years of experience in a clerical environment or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Nonprofit experience and human resources experience preferred.

**Immediate Supervisor**

Executive Director

**Required Knowledge, Skills, and Abilities**

1. Ability to deal with the public and staff in a courteous, friendly, and informative manner both in person and on the telephone.
2. Ability to organize materials, time and establish priorities.
3. Ability to provide effective and quality library service in accordance with the library's customer service philosophy.
4. Ability to understand and adhere to library policies and procedures.
5. Good oral communication skills and good written communication skills including spelling and grammar.
6. Have own transportation and valid Pennsylvania driver's license.
7. Knowledge of Microsoft Outlook, Word, and Excel.
8. Knowledge of records management procedures and techniques.
9. Knowledge of office terminology, procedures, and office equipment operations.
10. Ability to maintain clerical records and prepare reports from such records.
11. Ability to understand and carry out oral and written directions.
12. Ability to write reports, business correspondence, and procedure manuals.
13. Ability to maintain confidentiality regarding sensitive matters.
14. Accurate and detail-oriented.
15. Strong organizational skills.
16. Ability to work with minimum supervision.

**Essential Duties and Functions**

1. Provides administrative support for library administration, public relations, and fundraising activities.
2. Maintains detailed records of contributions and pledges and acknowledges contributions.
3. Maintains records of gifts and memorials, creates correspondence to donors, and prepares bookplates for honor and memorial gifts.
4. Completes data entry for individual contributions and fundraising activities.
5. Prepares reports and mailings and oversees bulk mailings including delivery to post office.
6. Keeps and maintains accurate, detailed files and records for business office.
7. Types correspondence, reports, memoranda, etc. using Microsoft Word and Excel.
8. Pick up and deliver items as needed. Typical places include post office, accountant's office, printer, office supply store, department store, etc.
9. Places building maintenance service calls when requested.
10. Orders supplies and monitors supply inventory.
11. Compiles and maintains personnel records.
12. Prepares and files reports of accidents and injuries.
13. Compiles statistical reports.
14. Prepares biweekly time sheets, totals time sheet hours at end of each pay period, and submits time sheets to supervisors for approval.
15. Packages materials for shipment.
16. Attends continuing education programs and attends monthly staff meetings.
17. Ability to type and use computer equipment (i.e. keyboards, light pens, printers, etc.) and photocopiers.
18. Visual acuity to use research tools in print and in computerized formats.
19. Other projects and responsibilities may be added at the supervisor's discretion.

### **Working Conditions and Physical Demands**

1. Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, stoop, lift and carry.
2. Use hand and finger motion with enough manual dexterity to use computers and handle library items.
3. Duties are performed in surroundings where undesirable physical conditions and hazards are minor and controllable.

### **Employment Clearances**

Must have FBI criminal history, Pennsylvania Child Abuse and Pennsylvania State Police Criminal History clearances that qualify the individual for employment as outlined in the library system's Employee Clearances policy.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.*