

# **CRAWFORD COUNTY LIBRARY**

## **Policy Manual**

### **Policy No. 302.1**

#### **Subject: Administrative Assistant**

##### **BASIC FUNCTION:**

Performs professional library tasks in the public library system as well as supervision of library staff.

##### **EDUCATION, TRAINING, ABILITIES:**

Requires an associate's degree or six months of related experience and training which provides the required knowledge, skills and abilities. Requires the ability to supervise staff and maintain schedules to assure that Crawford County Library Policies, methods, techniques and procedures are adhered to in an efficient manner. Must be knowledgeable of reader interest levels and ongoing trends in the public library environment. Ability to exercise sound judgment, tact and courtesy; ability to work in a team environment. Must possess high level of verbal and written communication skills as well as accounting principles and inventory control.

##### **KNOWLEDGE, SKILLS, ABILITIES:**

Knowledge of professional library principles, daily operations, Crawford County Library Policies, methods, techniques and procedures; accounting, budget and payroll procedures.

##### **CHARACTERISTICS, DUTIES, RESPONSIBILITIES:**

- Directly supervises and instructs Library Assistants and Associates to ensure the efficient and effective daily operations of public library
- Provides documentation and correspondence necessary
- Monitors and makes corrections to the online catalog and makes recommendations
- Knowledge of proper English usage, grammar, spelling and vocabulary
- Reviews selection of books for optimal patron services
- Maintains confidentiality of all personnel, patron records and transactions
- Oversees the processing, cleaning and repairs of library materials as needed
- Oversees library environment to ensure cleanliness and safety for all patrons, and makes necessary recommendations to the Library Director
- May be responsible for opening and closing of library facilities; securing facility and monitoring all equipment effectively
- Assists in the evaluation and selection of Library Assistants and Associates
- Prepares and maintains employee schedules

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- Receives and routes daily mail including responding to routine correspondence and inquiries
- Performs clerical support tasks such as reviewing requests for the scheduling of meeting space, ordering and maintaining inventories of office supplies, acquisitions; maintains Crawford County Library Board minutes
- Consults with the Library Director on questions or concerns of policy interpretation
- Acts as a liaison between personnel and Library Director, and participates in staff development activities
- Assists with system-wide decision making
- Performs related work as required

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

**TERMS OF EMPLOYMENT:**

Full-time or Part-time employment. An Administrative Assistant is expected to work a flexible schedule based on up to forty (40) hours per week, which includes regular duties, special projects or similar activities. This is a full-time salaried position or part-time hourly position. Salary, wages, benefits and termination of employment in accordance with Board Policy.

**EVALUATION:**

Performance of this position will be evaluated by the Crawford County Library Director/Librarian according to Policy No. 209 Performance Review.

**ADOPTED:** June 26, 2001

**REVIEWED:** January 23, 2004, April 10, 2008, May 8, 2008

**AMENDED:** April 10, 2008, May 8, 2008