



Monroe County  
Public Library

Main Branch 303 E. Kirkwood Ave. Bloomington, IN 47408 812-349-3050	Ellettsville Branch 600 W. Temperance St. Ellettsville, IN 47429 812-876-1272
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An Equal Opportunity Employer

## JOB POSTING INFORMATION

### EXTENDED Application Deadline

**Applications Accepted June 12, 2013 through 5p.m. June 26, 2013**

**JOB TITLE:** Administrative Assistant

**FLSA STATUS/BENEFIT LEVEL:**

Regular, Non-Exempt, Full-Time

**DEPARTMENT:** Administration

**RATE OF PAY:** \$13.03

**JOB CLASSIFICATION:** E

**REPORTS TO:** Administration Coordinator

**HOURS PER WEEK:** 37.5

**SCHEDULE:** M-F daytime shifts. **Consistent attendance year-round (according to operational needs) required.** Occasional attendance at monthly evening board meetings required. May work occasional weekend shifts.

**CERTIFICATION(s):** NONE

**MCPL schedules may be adjusted in response to changing operational needs.**

Other qualifications: Professional administrative secretarial experience highly preferred. This position requires a positive, friendly professional demeanor. The ability to anticipate and proactively respond to multiple and changing priorities is essential. Excellent oral and written communication skills required.

## JOB DESCRIPTION AND SPECIFICATIONS

### General Summary

Performs a wide variety of administrative duties providing support to the library administration office and department staff. Serves as room scheduler for all library meeting rooms and the auditorium which are available for patron, community, and internal requests. Provides backup services for the library receptionist and is responsible for providing friendly and helpful customer service.

### Essential Functions and Responsibilities

1. Provides support for the Library Director and all Administrative Office areas such as the Associate Director, Community Relations, HR, and Finance, as assigned; processes confidential information including correspondence, payroll and other administration documents.(E)
2. Performs various lead functions for the library's room reservation system; presents a professional presence to callers and visitors requesting reservations and information regarding meeting room usage. Schedules and approves room usage, including the auditorium, display galleries and other public spaces.(E)
3. Communicates and implements the library's policies and procedures promoting the effective use of the library's facilities and equipment. Follows library standard of offering services in an unbiased manner. Escalates questions and concerns to supervisor, as appropriate.(E)
4. Provides tours and instructions on use of room and technology. Creates and documents procedures; explains and confirms patron is able to operate equipment. Ensures room and equipment are presentable and in good working order. Coordinates room readiness and

requests repair of equipment/room conditions with appropriate library departments or outside vendors. Maintains accurate inventory listing of equipment.(E)

5. Prepares weekly calendar of events and meeting room schedule. Conducts weekly review of signage and removes dated materials. Distributes new events calendars according to identified procedures.(E)
6. Assists with special events, programs, meetings, etc. for the administration department. Makes certain that all practical steps required to ensure a successful meeting/program are undertaken and that appropriate records are maintained accordingly.(E)
7. Assists in business office operations. Serves as back-up support to various switchboard activities; answers incoming phone calls for the Library's primary phone number on a multi-line switchboard. Consistently handles callers in an efficient and polite manner; answers routine inquiries, routes to appropriate area or individual, or takes messages. (E)
8. Collaborates with Human Resources to provide backup service for MCPL and IU Work Study payroll. Gathers and validates timesheets, enters data into proprietary payroll system software; verifies deductions and accruals. Updates employee records and prepares payroll reports for bookkeeping. (E)
9. Serves as back-up in preparation for Board of Trustees meetings, including assisting in preparing and distributing agenda and materials; occasionally attending meetings and serving as note taker. Creates draft of meeting minutes and submits online for review.(E)
10. Produces monthly and quarterly statistical reports from library databases. Maintains various files and records, supports administration with various print and digital communication functions.
11. Answers phone for Director, screening and directing callers, as needed. Occasionally assists with in-house and outside mail preparations and other business office functions.
12. Participates in departmental and library-provided training and educational programs.
13. Attends and contributes to departmental/unit meetings; takes part in special projects and committees as assigned.
14. Performs other library functions assigned to position to ensure effective and smooth continuity of library operations.

**(E) = Essential Job Function.** Meets one or more of following criteria:

- 1). Core purpose of position; removing function would fundamentally change this position.
- 2). Limited number of employees available to perform function.
- 3). Expertise (knowledge, experience, education, credentials, etc.) required to perform this duty.

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### **Knowledge, Skills and Abilities**

- Good interpersonal/customer services skills; ability to be consistently pleasant, positive, and responsive to a diverse public and staff.
- Strong computer skills; knowledge of and ability to adapt to various business software.
- Ability to concentrate and pay close attention to detail.
- Strong listening and communication skills.
- Strong telephone technique.
- Ability to learn and work with various pieces of office equipment.
- High standards of accuracy.
- Good organizational and time management skills.

- Demonstrated ability to maintain confidentiality.
  - Ability to deal with regular interruptions and multiple tasks.
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### **Education and Experience**

- High school diploma or equivalent required.
  - Two years of related secretarial, administrative, and/or business office work experience required.
  - Two years of computer and MS Office software experience required.
  - Additional post-high school business coursework and/or associate degree preferred.
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### **Working Conditions**

- Normal library working conditions; moderate exposure to office/maintenance chemicals (cleaning solutions, glue, paint, etc.).
  - Occasional exposure to fluctuations in interior conditions such as noise and temperatures.
  - Various repetitive actions and extensive use of video display terminals and keyboards.
  - Occasional lifting and carrying of light to moderately heavy materials
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### **Supervision Received**

Receives general supervision. Follows standard procedures and operates with infrequent functional guidance. Works independently and normally sets work flow and performance routines. Unusual questions and situations are referred to the supervisor or manager, frequently accompanied with additional information and solutions.

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### **Supervision Exercised**

None.

This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, assignments, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with identified and communicated ADA disabilities to perform the essential functions of this job.