



Township of Upper Dublin Job Description

POSITION: **Administrative Assistant to the Library Director**
Upper Dublin Public Library

SUMMARY:

A member of the Library Director's leadership team, the Administrative Assistant to the Library Director serves as the Director's "right hand", ensures the efficient operation of the administrative office, and supports the work of all library management. This position involves performing all administrative responsibilities for the Library Director's office, making purchases, maintaining records, overseeing payroll, supporting new hires, assisting customers, and performing various office tasks. The Administrative Assistant to the Library Director serves as a point of contact for library and Township staff, Library and Friends Board members, residents, and other stakeholders.

SUPERVISION RECEIVED:

Works under the direction of the Library Director.

ESSENTIAL FUNCTIONS:

Library Director Support:

- Performs all administrative responsibilities for the Library Director's office, including, but not limited to: correspondence, communications, scheduling meetings, onsite meeting room setup, and budget, presentation and reports preparation.
- Keeps Library Director on task with critical meetings, events and action items.
- Serves with Library Director on major projects and initiatives.
- Liaises with Township finance and HR departments and Library & Friends Boards.
- Participates in Township staff meetings in Library Director's absence.

Purchases and Financial Records:

- Maintains accurate and up-to-date financial records for Library revenues and expenses.
- Makes purchases, seeks quotes, and tracks and processes all invoices for approval and payment. Resolves billing issues with Township staff and suppliers.
- Tracks and submits checks and payments for deposit.
- Inputs donor information into Library/Friends' database, and provides additional administrative database support as directed.

Human Resources Support:

- Participates in orientation of and provides administrative support for all new hires & new volunteers.
- Assists with applications for clearances and tracks and submits results.
- Reviews payroll for completion and accuracy, and submits for approval and processing.

Customer Service:

- Answers telephone, email, and in-person questions about library services, programs, and materials. Assists patrons with locating and using materials.

- Provides desk support when needed.

Other Administrative Tasks:

- Organizes and files vital library reports, contracts, and related documentation. Maintains Library and Friends archives.
- Maintains office supplies and assists with equipment maintenance.
- Performs general office duties, such as answering phone calls, responding to emails, and handling mail.
- Serves as backup for reporting cleaning or building maintenance needs.

QUALIFICATIONS

- Prior experience in office administration and/or Associates or Bachelor's Degree in relevant field.
- Experience working with the public in a customer service setting or with libraries preferred.
- Excellent verbal and written communication skills.
- Strong attention to detail and organizational skills.
- Ability to intuit what is needed in a variety of settings without requiring direction.
- Proficient in using computers and office software applications.
- Ability to multitask, prioritize workload, and meet deadlines.
- Customer service-oriented with a professional and courteous demeanor.
- Ability to work independently and as part of a team.
- Ability to deal tactfully and confidentially with library staff and customers.

PHYSICAL REQUIREMENTS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maneuver and multi-task in a fast-paced office environment.
- Ability to sit for 4 to 6 hours and move about the department and/or building for 2 to 4 hours a day.
- Ability to bend, stoop, squat, reach above shoulder level, kneel, lift, push and pull up to 10% of the day for filing and other office procedures.
- Ability to lift and carry from 10 to 35 pounds for up to 20% of the day for filing and office procedures.
- Ability to use both the right and left hand for firm grasping, repetitive actions and fine manipulation.
- Ability to use safety precautions to climb step ladder or ability to use step stool to reach files and office equipment in storage area.

Note: This job description serves as a general overview of the responsibilities and qualifications expected of the Administrative Assistant to the Library Director role at Upper Dublin Public Library. Specific duties may vary and additional tasks may be assigned as per the needs of the department and organization.

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