

Terryville Public Library Administrative Assistant

General Statement of Duties: Responsible for personnel, financial and other administrative records. Provides backup for circulation services as needed

Supervision Received: Directly responsible to the Library Director

Supervision Exercised: In the absence of other supervisory personnel, supervises pages and clerks.

Examples of Work: (including but not limited to)

- Keeps current accounting of budget expenditures
- Acts as liaison with Comptroller's office regarding budgetary matters and resolves discrepancies
- Prepares financial records for the auditors
- Requisitions all library materials, supplies and services, and handles all receivables, accounts payable, vendor correspondence and claims
- Maintains all financial records including petty cash and endowment funds, makes bank deposits, prepares invoices for payment, and maintains accurate ongoing and archival files
- Maintains payroll records
- May handle confidential material
- Maintains service contractor lists and coordinates schedule of service repairs
- Opens and closes circulation desk functions and the library building as needed, assists at circulation desk as needed, and may supervise desk functions in the absence of department head
- Communicates with Library Director with respect to procedures, methods, techniques, services and makes recommendations
- Responds to patron questions regarding library services in person, online, and on the telephone
- Keeps current on trends in library services

Knowledge, Skills and Ability:

- Knowledge of principles and methods of financial management and record keeping
- Ability to organize, prioritize and accomplish work accurately with little or no supervision
- Ability to understand current library technical skills and trends with a working knowledge of computer applications for library service including acquisition processes
- Knowledge of current cataloging and classification principles
- Ability to clearly communicate with the public
- Demonstrated ability to coordinate with other departments
- Must have the ability to communicate effectively orally, in writing and by listening with the ability to understand and follow oral and written instructions in English at an 8th grade level

Experience and Training:

High school graduate with 2 years accounting experience. 2 years of college preferred or a combination of education and experience demonstrating the required knowledge, skills, and abilities.

Physical requirements:

- Ability to push and pull library book trucks weighing 100-300 pounds
- Carry up to 15 pounds of books across library
- Stand, bend and stretch to reach high and low shelves