



Administrative Assistant Library

LIB/3-124

JOB SUMMARY

This position provides administrative support for a variety of department operations and functions.

MAJOR DUTIES

1. Reviews department timesheets for accuracy and completeness; forwards to Human Resources.
2. Prepares daily deposits.
3. Processes orders for new materials; checks order status.
4. Attends meetings of the Fayette County Library Board and provides secretarial support; records minutes.
5. Assists the Director in completing state and regional reports.
6. Assists in the preparation and management of the annual budget.
7. Assists patrons at the circulation desk; checks materials in and out; places items on hold; renews materials; collects payments of fines and fees.
8. Schedules the use of the meeting room and sets up audio-video equipment as needed.
9. Assists in maintaining library collections.
10. Prepares and mails voter registration applications.
11. Assists patrons in locating materials.
12. Runs reports and processes paperwork for refunds going to and coming from other libraries.
13. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of administrative principles and practices.
2. Knowledge of library policies and procedures.
3. Knowledge of modern office practices and procedures.
4. Knowledge of generally accepted accounting principles.
5. Skill in prioritizing and multi-tasking.
6. Skill in conducting research and preparing reports.
7. Skill in the use of computers and job-related software programs.
8. Skill in public and interpersonal relations.
9. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Library Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include library and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related customer service and administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for library operations. Success in this position contributes to the effectiveness of library operations.

CONTACTS

- Contacts are typically with members of co-workers, other county personnel, representatives of the state library system, other librarians, vendors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.