

**TOWN OF LEDYARD
ADMINISTRATIVE ASSISTANT
LIBRARY**

NATURE OF WORK:

This position provides administrative support to ensure efficient operation of the Library and provides technical service functions for the Library professional staff; manages the daily business affairs of the library; serves as Director's Admin Assistant; maintains library records; creates statistical, financial, and other reports; performs secretarial duties for Department Heads and other library staff; compiles informational materials; and generates reports for Library Commission.

SUPERVISION RECEIVED:

The Administrative Assistant is supervised by the Library Director.

SUPERVISION EXERCISED:

The Administrative Assistant supervises Library staff and volunteers who assist with technical services (e.g., processing of materials for circulation).

ESSENTIAL JOB FUNCTIONS:

- Maintain records of all financial transactions including preparing invoices for payment, recording payments, balancing accounts, and banking
- Compile data and prepare financial and statistical reports for Director
- Understand and oversee the proper operation of library equipment
- Assist with staff training, preventive maintenance, troubleshooting, and arrange for repairs as needed for said equipment
- Assist the Director with grant applications, including product and pricing research
- Assist the Director and Public Works with building maintenance issues that arise
- Work with outside I.T. vendors to coordinate computer equipment/software updates and other issues
- Handle routine correspondence for the Director and other staff as needed
- Facilitate processing of library materials for circulation including book covering, labeling, property marking, repackaging, and other tasks
- Maintain records of all donations including memorial and gift book donations
- Maintain office and building supply inventory, place orders as needed, and verify receipt
- Anticipate supply needs, research vendors for the best price, and keep up with the bid/contract pricing lists from various sources
- Maintain Safety Data Sheet (SDS) notebook as required by OSHA and train staff on its use
- Distribute daily mail
- Assist with circulation duties as needed, including checking items out to patrons, discharging returned materials, entering patron data, collecting fines, and clearing patron records
- Work in other library departments when assigned

ADDITIONAL DUTIES:

- Recruit, train, and supervise library employees and volunteers who assist in technical services
- Run errands for the library
- Organize supplies, other library items, and storage areas for all staff
- Collaborate with staff on projects as needed
- Perform a variety of library clerical tasks as assigned

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- Other duties as required

*****The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*****

QUALIFICATIONS PROFILE:

Knowledge, Skills, and Ability:

- Knowledge of and skills in utilizing computers and general office machines
- Knowledge of modern office practices and procedures
- Knowledge of library policies, procedures, and administrative practices
- Detail-oriented with good problem-solving skills
- Excellent organizational, planning, and time management skills
- Proficiency in MS Office
- Ability to establish and maintain effective working relationships with vendors and co-workers

Education, Experience, and Training:

Two years of appropriate formal post-secondary school courses preferred and two years of experience in a clerical position or the equivalent in practical experience. Library experience preferred.

Physical Demands:

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

While performing the duties of this job, the employee is frequently required to talk; sit; bend or twist; stoop or crouch; use hands, fingers, wrists, or perform repetitive motions; handle/feel objects or controls; and reach with hands and arms. The employee must occasionally walk, climb stairs to various levels, and lift and/or move up to 25 pounds. The employee must maintain continuous visual acuity including close vision, the ability to focus, and hand-eye coordination. The employee must maintain normal auditory ability and the ability to communicate conversationally and by phone.

The employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and coworkers in everyday stressful and emergency situations.

****This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and job requirements change.****

Adopted at Ledyard Town Council meeting on

Revised 2/2023, Chairman

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