

Winnefox Library System

Position Description

Position: Administrative Specialist I
Full-time, non-exempt position

Date: October 13, 2022

General Purpose:

To provide administrative support for the Winnefox Library System and other contracted organizations. An Administrative Specialist is responsible for performing general support functions of the office, including such tasks as data entry, recordkeeping, meeting preparation, cash handling, and assistance with accounts payable, accounts receivable, and payroll as assigned. The position supports delivery service, purchasing, accounting, human resources, and customer service functions of the administrative office.

Supervisor: Business Manager

Salary Matrix Level: C

Essential Duties and Responsibilities

Duty / Responsibility	Performance Standards
<p>Accounts Payable</p> <ul style="list-style-type: none"> • Code invoices using established coding system for payment, review invoices for correctness. • Enter accounts payable, requisitions and request for checks into accounting software, and process payments upon approval. 	<ul style="list-style-type: none"> • Accounts Payable are handled in a timely and accurate manner.
<p>Accounts Receivable</p> <ul style="list-style-type: none"> • Process refunds. • Create and issue statements. • Monitor overdue accounts. 	<ul style="list-style-type: none"> • Accounts receivable are handled in a timely and accurate manner.
<p>Cash Handling</p> <ul style="list-style-type: none"> • Prepare and make deposits. • Count, record and track all cash receipts, and monitor variances. • Make change. • Assist with maintenance of point-of-sale software, including updating prices, running reports, and initial troubleshooting. 	<ul style="list-style-type: none"> • Deposits and payments are handled in a timely and accurate manner. • Point-of-sale software is maintained.

Delivery <ul style="list-style-type: none">• Enter information into tracking software for use in reporting and analyzing the delivery service and for assessing future needs.	<ul style="list-style-type: none">• Information is entered accurately.
Printing <ul style="list-style-type: none">• Complete requests for printing and other printing services from staff and member libraries.• Schedule printing equipment maintenance as directed.	<ul style="list-style-type: none">• Printing is done timely and accurately.
Boards of Trustees <ul style="list-style-type: none">• Compile information from staff to create board reports and to distribute to board members, personnel, etc.• Publish legal notices of meetings following procedure.• Set up meeting materials and refreshments for Board meetings.• Attend Board meetings to record minutes as needed.• Maintain board-related pages on organization websites.• Handle board related correspondence, databases, lists, manuals, etc. This includes minutes, quorum checks, resolutions, absence memos, mailing lists, trustee manuals, etc. per established procedures.• Track changes in Board membership and update lists.	<ul style="list-style-type: none">• Board packets are assembled in an accurate and timely manner so as to be received by board members early enough to allow thorough review before the scheduled meeting.• Board packets are proofread for errors prior to printing.• Timely and accurate updates made according to action taken by the Board (web, print, filing, mailing, etc.).• Outdated information is updated and posted in a timely manner.
Meeting Room <ul style="list-style-type: none">• Schedule meeting rooms and equipment, and receive meeting room fees when necessary.• Provide Information on meeting rooms and booking procedures.• Maintain paper and electronic forms used in the scheduling of meeting rooms.	<ul style="list-style-type: none">• Errors causing conflict in meeting room bookings are avoided.• Information entered on the calendar; paper application and database are accurate.

<p>Records Management</p> <ul style="list-style-type: none">• Adhere to established retention schedule, purging instructions and file placement for records.• File or purge documents as per established procedure.	<ul style="list-style-type: none">• Staff apply record retention schedules correctly and retention is current.• Staff accurately handle storage and disposition of records.• Documents are filed in a timely and accurate manner.
<p>Hiring Process</p> <ul style="list-style-type: none">• Prepare and manage correspondence, schedule interviews, coordinate travel.• Sign-on new employees, explaining the forms used in the sign-on process.• Ensure sign on forms used are up to date and in adequate supply.	<ul style="list-style-type: none">• Applicants are kept informed of the hiring process; and correspondence, scheduling of interviews, and necessary travel is completed in a timely and accurate manner.• Other staff inside and outside of the organization are kept informed of orientation roles and schedules.• Employee orientation forms are completed accurately and in a timely manner.
<p>Payroll</p> <ul style="list-style-type: none">• Gather, calculate, and enter timesheet information into spreadsheets or accounting software.• Print payroll reports as necessary.• Use organization and employee records on benefit and vendor government sites to access or process payroll items.	<ul style="list-style-type: none">• Payroll is processed in a timely and accurate manner.• Employee records are accurate and up to date.
<p>Other Personnel</p> <ul style="list-style-type: none">• Track benefits such as accrual and use of paid time off by entering data into spreadsheets.• Keep up to date and accurate personnel records.• Assist with the upkeep of employee handbooks and training manuals.	<ul style="list-style-type: none">• Paid time off is recorded in a timely and accurate manner; staff are kept up to date with balances.• Personnel records, personnel policies, and web-based information is up to date and accurate.
<p>Purchasing – Supply and Equipment</p> <ul style="list-style-type: none">• Process orders, invoices, packing slips to ensure receipt of purchased items.• Process purchase orders, including entry in accounting software	<ul style="list-style-type: none">• Purchases are handled in a timely and accurate manner.

<p>Building and Equipment</p> <ul style="list-style-type: none">• Monitor office and printing equipment.• Assess and troubleshoot equipment problems.• Maintain clean and pleasant working environment.• Under current procedures, perform tasks of the Card Access System (employee entrance system).• Assign building key distribution and collection of keys following established procedures.	<ul style="list-style-type: none">• Office equipment is monitored; necessary maintenance is initiated in a timely manner.• Building keys and entrance cards are issued promptly and patterns of frequent loss noted and reported.
<p>Reporting</p> <ul style="list-style-type: none">• Assist with completion of library and system annual reports as necessary.• Prepare statistical and financial reports for approval by business manager, assistant director, or director.• Enter information into databases (such as driver reports) to allow for up-to-date reporting and analysis.• Maintain lists (such as member lists, staff lists, telephone numbers) to ensure the information is up to date.• Ensure information such as board reports and policies are posted to appropriate websites.	<ul style="list-style-type: none">• Statistical reports are accurate and issued in a timely manner.• All prepared lists are monitored for up-to-date information.
<p>Workshops</p> <ul style="list-style-type: none">• Prepare workshop attendance lists and food costs.• Prepare refreshments, handouts, nametags, evaluation, and mileage forms, etc. as necessary.	<ul style="list-style-type: none">• Workshop organization is completed in a timely and accurate manner.
<p>Routine Clerical</p> <ul style="list-style-type: none">• Greet visitors.• Open, sort and distribute incoming mail.• Prepare material for delivery to member libraries.• Maintain current office procedures.• Acknowledge gifts and donations.• Proofread reports and other documents.• Manage mailing and distribution databases.	<ul style="list-style-type: none">• Visitors to the administrative office are treated politely and professionally.• All other clerical tasks are completed in a timely and accurate manner.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent interpersonal and customer service skills with the ability to establish and maintain effective working relationships with other staff, system trustees, member librarians, and the public.
- Valid Wisconsin driver's license.
- Proficient in Microsoft Office Suite or related software. Experience using QuickBooks or other accounting software programs desirable.
- Excellent verbal and written communication skills.
- Writing and editing skills in a variety of media, including print, electronic and digital.
- Ability to follow oral and written instructions; willingness to request clarification as needed.
- Excellent time management skills with the ability to prioritize tasks and meet deadlines.
- Ability to anticipate work needs and solve problems as they arise.
- Excellent organizational skills, and attention to detail.
- Experience with or ability to learn web content management software.
- Ability to enter data accurately and efficiently into computer software and systems.

REQUIRED EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent required. Associates degree in Business or equivalent preferred.
- At least two years of relevant office experience or a combination of education and experience judged to carry out the essential functions of the position.

TOOLS AND EQUIPMENT USED

Typical office equipment, computers and software including computer, calculator, photocopier, telephone, and printers.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

WORK ENVIRONMENT

Typical office environment. Occasional travel outside the office is required.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations 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.

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