

Winnefox Library System

Position Description

Position: Administrative Specialist II – Human Resources
Full-time, non-exempt position

Date: October 17, 2022

General Purpose:

To provide administrative support to the human resources and purchasing functions of the Winnefox Library System; to the Winnefox Library System Board of Trustees; and to delivery services to system member libraries as well as other contracted organizations. To provide backup administrative support for bookkeeping functions, and, to contribute to general administrative support efforts in such areas as records management, equipment monitoring, and reporting.

Supervisor: Business Manager

Salary Matrix Level: D

Supervises: May supervise drivers in absence of Business Manager

Essential Duties and Responsibilities

Duty / Responsibility	Performance Standards
<p>Personnel</p> <ul style="list-style-type: none"> • Track and manage benefits such as accrual and use of paid time off. • Track FMLA usage. • Process workers compensation claims. • Assist with flexible spending, health, and income continuation insurance as well as other benefits. • Keep up to date and accurate personnel records as necessary. • 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 and staff are kept up to date of their balances. • Personnel records, personnel policies, and web-based information is up to date and accurate.
<p>Payroll</p> <ul style="list-style-type: none"> • Manage payroll workflow. • Process year-end tax reporting (W-2, W-3, 1099-Misc. etc.). • Understand proper taxation of employer paid benefits. 	<ul style="list-style-type: none"> • Payroll is processed in a timely and accurate manner. • Employee records are accurate and up to date. • Internal and external documents are processed accurately and in a timely fashion.

<p>Payroll (continued)</p> <ul style="list-style-type: none">• Analyze, interpret, modify, and set up internal and external documents in processing payroll liabilities.• Process payroll deductions and increases such as premium payments, flex spending, pay increases, or step increases.• Manage the web-based ACH transfer of payroll.• Print payroll reports as necessary.• Maintain and modify organization and employee records on benefit and vendor government sites with a high security level to maintain confidentiality and security of employee records, payroll information and benefits.	
<p>Hiring Process</p> <ul style="list-style-type: none">• Prepare and manage correspondence, schedule interviews, coordinate travel.• Place employment ads in trade magazines, on websites, in newspapers, etc.• Sign-on new employees, explaining the forms used in the sign-on process.• Ensure sign on forms used are up to date• Design, create, and distribute enrollment or change of benefit forms including health and flexible spending.• Sign-on forms are current and in adequate supply.	<ul style="list-style-type: none">• All positions are advertised in a timely and efficient manner.• Applicants are kept informed of the hiring process, correspondence, scheduling of interviews and necessary travel is completed in a timely and accurate manner.• Employee orientation forms are completed accurately.• Others involved in orientation are kept up to date on the hiring process.
<p>Purchasing – Supply and Equipment</p> <ul style="list-style-type: none">• Develop vendor and performer relationships.• Negotiate costs of products or services when practical.• Identify opportunities for cost savings.• Monitor changes affecting cost, quality, and customer service of current vendors.• Purchase via phone, online, or in person using company credit cards or charge accounts.• Process orders, invoices, packing slips to ensure receipt of all items.• Manage purchase orders including entry in accounting software.	<ul style="list-style-type: none">• Purchases are handled in a timely and accurate manner.

<p>Boards of Trustees</p> <ul style="list-style-type: none">• Compile information from staff to create board reports and distribute to board members, personnel, etc.• Publish legal notices of meetings.• Set up meeting materials and refreshments for Board meetings.• Attend Board meetings to record minutes as needed.• Maintain board related pages on the organization websites.• Create and manage board related correspondence, databases, lists, manuals, etc. This includes minutes, quorum checks, legal notices, resolutions, absence memos, mailing lists, trustee manuals, etc.• Track changes in Board membership and update lists and procedures as necessary.	<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 in a timely and accurate manner.
<p>Delivery</p> <ul style="list-style-type: none">• Schedule drivers.• Schedule maintenance on vans as needed.• Resolve problems with deliveries and routes as necessary.	<ul style="list-style-type: none">• Routes run smoothly. All maintenance is performed on vans.• Issues resolved quickly to the satisfaction of all parties.
<p>Reporting</p> <ul style="list-style-type: none">• Assist with completion of library and system annual reports as necessary.• Complete statistical and financial reports for trustee reports as necessary.• Complete fine payment (ecommerce) reports as necessary.	<ul style="list-style-type: none">• Statistical reports are timely and accurate.• All prepared lists are monitored for up-to-date information.
<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.	<ul style="list-style-type: none">• Office equipment is monitored for any necessary maintenance.

<p>Records Management</p> <ul style="list-style-type: none"> Analyze files to apply retention schedule, purging instructions and file placement. Train and/or assist staff in using the file retention system. Review, maintain, and assess storage of electronic and paper files. 	<ul style="list-style-type: none"> Staff apply record retention to files correctly and retention is current. Staff accurately handle storage, and disposition of records.
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<p>Training</p> <ul style="list-style-type: none"> Train volunteers or assistants on office procedures and computer applications. 	<ul style="list-style-type: none"> Training is current and staff have the information to enable them to complete assigned tasks.
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Supplemental Duties and Responsibilities

Duty / Responsibility	Performance Standards
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<p>Accounts Payable</p> <ul style="list-style-type: none"> Code invoices for payment, reviewing invoices for correctness. Monitor credit card charges, payment discrepancies, and miscellaneous charges. Enter accounts payable, requisitions and requests for checks into accounting software, and process payments upon approval. 	<ul style="list-style-type: none"> Invoices are reviewed for completeness and entered into the accounting software correctly. Invoices are processed according to schedule.
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<p>Accounts Receivable</p> <ul style="list-style-type: none"> Prepare and make deposits. Record and track all revenues as necessary. Execute contracts and agreements to process county payments, contractual services, etc. Process refunds. Create and issue statements. Monitor overdue accounts. 	<ul style="list-style-type: none"> Deposits are prepared correctly. Contracts are processed correctly and in a timely manner. Overdue accounts are monitored, and efforts made to bring accounts up to date according to procedure.
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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 in accounting software is desired.
- Excellent verbal and written communication skills.

- Writing and editing skills in a variety of media, including print, electronic and digital.
- Experience with or ability to learn web content management software.
- Excellent time management skills with the ability to prioritize tasks and meet deadlines.
- Ability to work independently to execute oral and written instructions; willingness to request clarification as needed.
- Excellent organizational skills, and attention to detail.
- Ability to anticipate work needs and solve problems as they arise.
- Ability to create and maintain confidential and meticulous records.

REQUIRED EDUCATION AND/OR EXPERIENCE

- Associates Degree in Business or equivalent required. Emphasis in Human Resources a plus.
- At least four years relevant office experience or a combination of education and experience judged sufficient 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.