

# Winnefox Library System Position Description

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

**Date:** July 31, 2019

**General Purpose:**

To provides administrative support for the Winnefox Library System and for the Oshkosh Public Library. An Administrative Specialist supports delivery service, purchasing, accounting, human resources, and customer service functions of the administrative office.

**Supervisor:** Business Manager

**Salary Matrix Level:** C

**Supervises:** Supervises drivers in absence of Business Manager

Duty / Responsibility	Performance Standards
<p><b>Delivery</b></p> <ul style="list-style-type: none"> <li>• Schedule drivers.</li> <li>• Schedule maintenance on vans as needed.</li> <li>• Complete and manage information used in the creation of statistical reports for use in analyzing the delivery service and assessing future needs.</li> <li>• Resolve problems with deliveries and routes as necessary.</li> </ul>	<p>All routes run smoothly. All maintenance is performed on vans.</p> <p>All information is entered accurately resulting in accurate, detailed reports.</p> <p>Issues resolved quickly to the satisfaction of all parties.</p>
<p><b>Meeting Room</b></p> <ul style="list-style-type: none"> <li>• Schedule meeting room and equipment, and accept meeting room fees when necessary</li> <li>• Provide Information on meeting rooms and booking procedures</li> <li>• Maintain paper and electronic forms used in the scheduling of meeting rooms</li> </ul>	<p>Lack of errors causing conflict in meeting room bookings.</p> <p>Information entered on the calendar; paper application and database are all accurate.</p>
<p><b>Boards of Trustees</b></p> <ul style="list-style-type: none"> <li>• Compile information from staff to create board reports and distribute to board members, personnel, etc.</li> <li>• Publish legal notices of meetings</li> <li>• Set up meeting materials and refreshments for Board meetings.</li> <li>• Attend Board meetings to record minutes as needed.</li> </ul>	<p>Board packets are proof read for errors prior to printing.</p> <p>Timely and accurate updates made according to action taken by the Board (web, print, filing, mailing, etc.).</p> <p>Outdated information is updated in a timely and accurate manner.</p>

<ul style="list-style-type: none"> <li>• Create and maintain board related pages on the organization websites.</li> <li>• Create and manage board related correspondence, databases, lists, manuals, etc. This includes minutes, quorum checks, legal notices, resolutions, absent memos, mailing lists, trustee manuals, etc.</li> <li>• Track changes in Board membership and update lists and procedures as necessary.</li> </ul>	
<p><b>Records Management</b></p> <ul style="list-style-type: none"> <li>• Analyze files to apply retention schedule, purging instructions and file placement.</li> <li>• Train and/or assist staff in using the file retention system.</li> <li>• Review, maintain, and assess storage of electronic and paper files.</li> </ul>	<p>Compare retention on files to the established retention database.</p>
<p><b>Library Annual Reports</b></p> <ul style="list-style-type: none"> <li>• Receive and enter member library reports to the state.</li> <li>• Generate two-year comparative report for the Assistant Director.</li> </ul>	<p>Paper reports can be used to check for accuracy</p>
<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Train volunteers or program assistants on office procedures and computer applications.</li> <li>• Train other staff as necessary on items implemented by administration such as new meeting room procedures.</li> </ul>	<p>Training is current and staff are able to complete assigned tasks in a timely and efficient manner.</p>
<p><b>Hiring Process Support</b></p> <ul style="list-style-type: none"> <li>• Prepare and manage correspondence, schedule interviews, coordinate travel.</li> <li>• Place employment ads in trade magazines, on websites, in newspapers, etc.</li> <li>• Collect applications and enter data into reports used for candidate evaluation.</li> </ul>	<p>All positions are advertised in a timely and efficient manner.</p> <p>Applicants are kept informed of the hiring process and correspondence, scheduling of interviews and necessary travel is completed in a timely and accurate manner.</p>
<p><b>Payroll</b></p> <ul style="list-style-type: none"> <li>• Gather, calculate and enter timesheet information into spreadsheets or accounting software.</li> <li>• Analyze, interpret, modify and set up internal and external documents in processing payroll liabilities.</li> <li>• Process payroll deductions and increases such as premium payments, flex spending, pay increases, or step increases.</li> <li>• Distribute payroll</li> </ul>	<p>Payroll is processed in a timely and accurate manner.</p>

<ul style="list-style-type: none"> <li>• Set-up, modify, and administer the ACH transfer of pay.</li> <li>• Print payroll reports as necessary.</li> <li>• 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.</li> </ul>	
<p><b>Paid Time Off</b></p> <ul style="list-style-type: none"> <li>• Process Change of Status forms used in the process of tracking paid time off.</li> <li>• Track and manage benefits such as accrual and use of paid time off.</li> <li>• Prepare and distribute reports as necessary.</li> <li>• Track FMLA usage.</li> </ul>	<p>Paid time off is recorded in a timely and accurate manner</p>
<p><b>Employee Relations</b></p> <ul style="list-style-type: none"> <li>• Sign-on new employees, explaining the forms used in the sign-on process.</li> <li>• Ensure sign on forms used are up to date and complete.</li> <li>• Design, create, and distribute enrollment or change of benefit forms including health and flexible spending</li> <li>• Process Workers Compensation claims</li> <li>• Administer the distribution of building and equipment keys and parking permits.</li> </ul>	<p>Employee orientation forms are completed accurately and in a timely manner.</p> <p>Records of key possession are correct and up to date.</p>
<p><b>Workshops</b></p> <ul style="list-style-type: none"> <li>•</li> <li>• Prepare workshop attendance lists and lunch costs</li> <li>• Prepare refreshments, handouts, nametags, evaluation and mileage forms, etc. as necessary.</li> </ul>	<p>Workshop organization is timely and accurate.</p>
<p><b>Office Procedures</b></p> <ul style="list-style-type: none"> <li>• Maintain current office procedures manual</li> <li>• Conduct periodic review of office procedures.</li> </ul>	<p>Procedure manual is up to date and current.</p>
<p><b>Statistical Reporting</b></p> <ul style="list-style-type: none"> <li>• Generate statistical reports as necessary</li> <li>• Compile monthly statistical information for the Board</li> </ul>	<p>Statistical reports are timely and accurate.</p>
<p><b>Purchasing – Supply and Equipment</b></p> <ul style="list-style-type: none"> <li>• Develop vendor and performer relationships</li> <li>• Negotiate costs of products or services when practical.</li> <li>•</li> </ul>	<p>Purchases are handled in a timely and efficient manner.</p> <p>Contracts are completed and signed in a timely and accurate manner.</p>

<ul style="list-style-type: none"> <li>• Identify opportunities for cost savings.</li> <li>• Monitor changes affecting cost, quality, and customer service of current vendors.</li> <li>• Purchase via phone, online, or in person using company credit cards or charge accounts.</li> <li>• Process orders, invoices, packing slips to ensure receipt of all items.</li> <li>• Process bill payment and reimbursement invoicing.</li> </ul>	
<p><b>Accounts Payable/Receivable and Cash Handling</b></p> <ul style="list-style-type: none"> <li>• Prepare and make deposits</li> <li>• Count, record and track all revenues and monitor variances.</li> <li>• Prepare revenue report for Board</li> <li>•</li> <li>• Prepare balance sheet, classification of invoices and other financial reports for the Board.</li> <li>• Execute contact and agreements to process charges such as , county payments, contractual services, etc.</li> <li>• Code invoices for payment as necessary, reviewing invoices for correctness and proper coding.</li> <li>• Manage postage meter deposits and process postage reimbursement invoices.</li> <li>• Enter accounts payable into accounting software, and process payments upon approval</li> <li>• Enter requisitions and request for checks in accounting software.</li> <li>• Process refunds and accounts receivable</li> <li>• Create and issue statements. Monitor overdue accounts.</li> <li>• Purchase and store blank checks.</li> <li>• Make change.</li> <li>• completion of tax and reporting forms such as W-9, 1096, 1099-Misc, W-2 &amp; W-3, WT report and 941 quarterly reports.</li> <li>• Assist with set up of point of sale software</li> </ul>	<p>Accounts Payable and Accounts receivable are handed in a timely and accurate manner.</p> <p>Deposits and payments are handled in a timely and accurate manner.</p>
<p><b>Printing</b></p> <ul style="list-style-type: none"> <li>• <b>Print and invoice requests from member libraries</b></li> <li>• <b>Schedule printing equipment maintenance as necessary</b></li> </ul>	
<p><b>Maintain Equipment and Office Environment</b></p> <ul style="list-style-type: none"> <li>• Monitor office and printing equipment.</li> </ul>	<p>Office equipment is monitored for any necessary maintenance.</p>

<ul style="list-style-type: none"> <li>• Assess and troubleshoot equipment problems.</li> <li>• Maintain clean and pleasant working environment.</li> <li>• Manage the Card Access System (employee entrance system)</li> </ul>	
<p><b>Routine Clerical</b></p> <ul style="list-style-type: none"> <li>• File</li> <li>• Answer multi-line telephone</li> <li>• Greet customers</li> <li>• Open, sort and distribute incoming mail</li> <li>• Prepare material for delivery to member libraries</li> <li>• Acknowledge gifts and donations</li> <li>• Proof read reports and other documents</li> <li>• Manage mailing and distribution databases</li> <li>• Provide Notary Public services</li> </ul>	

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to establish and maintain effective working relationships with other staff, system trustees, member librarians, and the general public.
- Valid Wisconsin driver’s license.
- Writing and editing skills in a variety of media, including print, electronic and digital.
- Computer skills including confident use of personal productivity software (word processing, spreadsheet, email, calendaring, presentation) and web-based communication tools.
- Experience with web content management software.
- Experience with accounting software such as QuickBooks.
- Inter-personal skills, capable of working in a team environment.
- Skill in communicating effectively with people from diverse backgrounds and with organizations that may have different procedures and needs.
- Ability to prioritize tasks.
- Wisconsin Notary Public certification or ability to obtain such certification.
- Ability to work independently.

**REQUIRED EDUCATION AND/OR EXPERIENCE**

Associates Degree or equivalent with minimum two years 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, fax machine, 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 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.