

**Derry Public Library
Position Description**

Position Title: **Administrative Assistant**

Department: Administration

Reports To: Director

Approved: September 16, 2024

GENERAL SUMMARY:

Serves as the administrative assistant to the Director in conformity with the mission/goals/objectives and policies established by the Board of Trustees, and with all appropriate municipal, state, and federal laws and regulations.

The Administrative Assistant is accountable for the following areas of responsibility:

- Assisting the Director with administrative duties
- Maintaining records of invoices received
- Financial data entry

ESSENTIAL JOB FUNCTIONS:

- Provides administrative support to the Library Director.
- Abides by all Library and Town financial policies, procedures and practices.
- Practices excellent internal and external customer service techniques.
- Maintains confidentiality of sensitive library information and records.

FINANCE:

- Scans invoices and does data entry into MUNIS for accounts payable.
- Provides Town Finance Department with W-9 forms for all new vendors.

ADMINISTRATIVE:

- Maintains and updates paper and digital files of Library policies, procedures, forms, and job descriptions.
- Prepares and maintains a staff list including an organizational chart, telephone tree, and emergency contact information.
- Maintains staff salary and benefit records.

OTHER DUTIES AND RESPONSIBILITIES:

- Assists at the Circulation desk as needed.
- Oversees special projects at discretion of Director.
- Performs other duties as needed.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Knowledge of administrative skills equivalent to an Associate's or Bachelor's Degree and three to five years of related experience.
- Bookkeeping experience required.
- Ability to work in a busy team environment.
- Ability to communicate effectively verbally and in writing with excellent use of proper language construction and punctuation.
- Knowledge of administrative office procedures, practices, and equipment which includes use of technology, scanners, copiers, and peripheral equipment.
- Skill with financial management software and MS Office Suite.

SUPERVISORY RESPONSIBILITY:

- This job has no supervisory responsibility.
- May coordinate special projects at the discretion of Director.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Regularly required to walk, stand, bend, reach, stoop/squat, lift books and materials and equipment.
- Extended periods at terminal, on telephone, and operating office machines requiring eye-hand coordination and finger dexterity.
- Must be able to work in an environment that routinely has regular interruptions to assist patrons or staff.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who are persons with disabilities or who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**