

NICOLET FEDERATED LIBRARY SYSTEM JOB DESCRIPTION
August 7, 2019

Position: Administrative Assistant/Inter Library Loan Assistant

Reports to: Director

FLSA Status: Non-Exempt

General Description: Performs a variety of duties to support NFLS administrative activities, and also provides Inter Library Loan (ILL) service support.

Essential Duties & Responsibilities

Administration

1. Performs clerical tasks such as typing, copying, and filing, and gathers and enters data for statistical reports. Prepares and sends mailings and agendas to member libraries and system board. Answers the main telephone number and forwards calls to staff.
2. Records minutes for NFLS Board and Librarians Advisory Committee meetings and for other meetings as needed.
3. Maintains an up-to-date mailing database and prepares mailings as needed.
4. Combines office supply requests from all staff members, places orders as needed; maintains office supply inventories.
5. Maintains office equipment inventory database.
6. Produces, sends, and files purchase orders and invoices.
7. Assists with bi-weekly processing of and accounts receivable, accounts payable, and payroll.
8. Works with the Director to complete paperwork necessary to apply for or comply with E-Rate and other federal grant funding programs.

Continuing Education & Youth Services

1. Assists with Continuing Education (CE) workshop registration and preparation.
2. Aids in ordering and distribution of materials for Children's Summer Reading Program.
3. Tracks member library CE account expenditures.

Automation/Technology

Sends OWLSnet-related automation supplies to member libraries as requested.

Delivery & Interlibrary Loan Services

1. Places ILL holds on WISCAT items for Brown County Central Library patrons.
2. Assists in delivery as needed, unpacking daily morning delivery from delivery providers. Serves as the backup staff member that processes incoming and outgoing deliveries.
3. Maintains ILL overdue records.
4. Along with the ILL/Delivery Assistant, maintains the ILL/Delivery webpage.

Other

Other duties as required and assigned.

Qualifications

To perform the job successfully, an individual must be able to meet each responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to individuals with disabilities to perform the functions.

Education and/or Experience

Associate's Degree or Bachelor's degree preferred. Consideration will be given to adequate years of working experience. Demonstrated skills/experience with Microsoft Windows software.

Language Skills

Ability to read, analyze, and interpret documents, general periodicals, professional journals, and technical manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from library staff and vendors. Ability to respond diplomatically to routine inquiries or complaints about the System or its services from member library staff.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percentage, and to draw and interpret bar graphs.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions and deal with abstract and concrete variables. Ability to prioritize workload.

Certificates, Licenses, Registrations

Valid Driver's License and personal vehicle.

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 is regularly required to sit; talk; hear; and use hands/fingers to handle or feel. The employee is required to stand; walk; reach with hands and arms; stoop; kneel; crouch; and crawl. The employee must occasionally lift and/or move 40 pounds or less. Specific vision abilities that may be required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low to moderate. The work requires occasional travel to sites within the NFLS eight-county area. Because of the nature of this position, the employee may perform some duties outside of normal business hours and needs to be flexible to meet librarians' needs.