



TO: Plymouth District Library Board
RE: Full Time Administrative
Assistant, Approval

DATE: August 10, 2022
FROM: Shauna Anderson,
Director

Sandra Young has served as Administrative Assistant for PDL since 2011 in a part-time capacity. She currently handles all invoicing for the library's accounts payable system in addition to coordinating cash reconciliation, deposits, and donations. She also oversees budgeting and ordering for the operating supply line and drafts library correspondence.

With the recent staffing changes in administration, I propose to eliminate the Business & HR Administrator role and to distribute the more clerical duties of the role to Sandy. In order to accomplish this, I suggest reclassifying the Administrative Assistant position from part-time to full-time.

An updated organizational chart and job description are included in this packet.

Resolved by Trustee _____, seconded by Trustee _____, to change the Administrative Assistant position from part-time to full-time status.

AYES:

NAYS:

ABSENT:

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

JOB SUMMARY:

Under the direction of the Library Director, the Administrative Assistant will provide clerical support to the Director and Board of Trustees for Plymouth District Library. This role must provide clear, consistent, and friendly communication to both staff and patrons.

JOB DUTIES:

An employee in this position may be called upon to do any or all of the following duties. These examples do not include all of the duties which the employee may be expected to perform.

- *Library Board Support:* post regular board meetings, special board meetings, and board committee meetings in-house, online, and in the local newspaper; prepare board correspondence as needed, record/transcribe board meeting minutes for board secretary approval; compile/distribute meeting packets; and maintain a permanent archive of all official board documents.
- *Assistant to the Director:* draft correspondence, collect/organize information for special projects, maintain statistical reports, oversee the distribution/filing of State Aid reports, and prepare/file annual millage certification documents.
- *Accounts Payable:* prepare all invoices for payment, oversee weekly check cutting and signing by board members, maintain annual vendor files, and coordinate annual 1099 process.
- *Cash Management:* count/deposit cash receipts daily, balance cash weekly, count/deposit copier revenue monthly, deposit all other library revenue weekly, oversee the credit card checkout process for staff
- *HR Support:* prepare and submit biweekly payroll, send quarterly invoices for the collection of VEBA coinsurance payments, draft correspondence to VEBA program participants annually and as needed
- *Finance Support:* assist with the preparation of the library's audit and actuarial reports, support regular bank reconciliations, prepare signature cards for bank accounts as needed

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM QUALIFICATIONS:

The recommendations below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school diploma or equivalent, some college preferred
- Experience working in public service
- Strong customer service orientation
- Broad knowledge of general office skills and equipment
- Accuracy and skill in data entry and typing
- Strong attention to detail is imperative

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

While performing the duties of this job, the employee is required to communicate with others in person and on the telephone. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; high places; airborne particles; and outside weather conditions. The noise level in the work environment can range from quiet to very loud, depending on the location of work and task being performed.

