

## Town of Middlebury Job Description

**Title** Library Assistant -  
Administration

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**Department** IIsley Public Library

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**Reports to** Library Director

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**Date Prepared** September 19, 2022

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### Approvals:

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Supervisor

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Date

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Town Manager

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Date

### Overview

The Administrative Assistant provides office management and a wide range of administrative support duties, including budget management and accounting, file management, ordering supplies and working with vendors, phone coverage, and calendar management. In addition, the Administrative Assistant carries out several core library functions, including taking shifts on the public service desk and preparing the library to open in the morning.

### Knowledge, Skills and Abilities Required

- At least three years of combined office management or library experience required; Certificate of Librarianship, or a willingness to pursue the Certificate of Librarianship, preferred
- Excellent organizational skills and attention to detail
- Familiarity and ease with computers
- Stellar customer service skills
- Ability to work well both independently and as part of a team
- Discretion and ability to work with confidential materials

### Duties and Responsibilities

#### **Performs Administrative Assistant functions:**

- Responsible for ensuring that all library invoices are assigned to appropriate budget categories, that they reflect the products and services for which the library is billed, and that they receive approval from the Library Director for payment by the town.

- Keeps account of all monies received from fees, gifts, and lost books and deposits that money in appropriate accounts.
- Responsible for compiling library staff sheets for payroll and subsequent submission of the payroll list to the town.
- Provides administrative support to the library Director.
- Assists the Director in managing the physical upkeep of the building through contacts with vendors, repairmen, and suppliers.
- Tracks incoming gifts and supports the Director with development efforts.
- Oversees the ordering, receipt, claims for non-receipt, and payment of magazines.
- Organize and manage personnel files and other library records in accordance with the library's records retention policy.
- Orders and maintains sufficient quantities of custodial, office, and library supplies, querying other staff members as necessary.
- Maintains a clean and orderly front office.
- Performs other administrative duties as assigned.

**Performs library circulation functions:**

- Opens the library, including opening the building, doors, cash registers, windows and safe, and checks-in books from book drop so they may be shelved.
- Takes regular shifts on both desks, and as needed (approximately 4 hours a week, plus 8 hours of backup desk coverage): welcomes new users and explains library services; registers and re-registers customers; checks materials to and from customers; answers the telephone, shelves materials; maintains an orderly, friendly atmosphere, helps with straightening rooms.
- Performs other library duties as assigned.

**Working Conditions**

- 40 hours per week, including occasional evenings and weekends. Typical hours are 7:30 am-3:30 pm.
- Duties require intermittent light to moderate physical effort in carrying, lifting, and moving lightweight materials or equipment.
- Circulation desk duties include bending and kneeling on the floor (shelving, searching for materials).
- This position requires a mix of sitting, walking, and standing.
- Must be able to speak clearly, use a phone and keyboard, and general office equipment.

**Disclaimer**

The information provided in this job description is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.