



Administrative Assistant

The Administrative Assistant serves as administrative support to the Elbert County Library District dba Pines and Plains Libraries and will be responsible for the essential duties as outlined below.

Essential Duties:

The essential functions or duties listed below 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 logical assignment to the position.

- General office duties
- Answers phone calls in District Office
- Schedules meetings and appointments for the Library Director
- Prepares and proofreads correspondence in support of the Library Director and Management team.
- Coordinates office supplies ordering and inventory in support of the District Office.
- Maintains an inventory of supplies for the copy machine/printer; orders goods and services as needed to ensure the proper operation of office equipment.
- Supports Director, Branch Managers, and Activity Service Guides in procuring materials for preparing for and executing district programs and training.
- Supports Director in preparation of annual report to the Colorado State Library.
- Provides administrative support to the Library Director and Board of Trustees in support of Board meetings, and prepares board information packets.
- Prepares draft amendments to the Staff Handbook, Trustees Bylaws and Policy Manual, following Board approval of such amendments.
- Supports Director in the preparation of documents and reports for Board Treasurer.

- Maintains an updated collection of forms and templates for employee access in Google Drive (or similar sharing software)
- Records and maintains receipt of goods and services and corresponds with vendors to assist bookkeeper and reconcile discrepancies as requested
- Provides support to District and Branch Managers with District outreach activities in support of the Library.
- Assists Director and Activity Services Guides in compiling and proofing content for monthly and special newsletters.
- Maintains and updates bulk email list for patron newsletter.
- Maintains District's annual calendar, including board meeting dates and locations; closure dates; all-staff meeting dates; local, state and federal reporting deadlines; and local special event dates.
- Orders and maintains District promotional materials, including welcome letters, event banners and table covers, and giveaway items.
- Supports the Library Director in coordinating work done by local vendors and contractors, e.g., electricians, plumbers, snow removers, backflow testers, trash removers and printers.
- Performs other similar or related work as requested.

Supervision Received:

Under general direction of the Director, plans and prioritizes most of the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods of interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Proficient with technology for digital filing, uploading and record keeping, email and digital correspondence
- Excellent organizational skills and attention to detail.

- Ability to listen, analyze and respond appropriate to the needs of the staff, resolve conflicts with tact and diplomacy, and maintain a harmonious working relationship.
- Ability to manage multiple tasks through frequent interruptions, paying attention to details, ability to be flexible in adapting to change.
- General understanding of clerical procedures and systems such as record keeping and filing.

Education and Experience:

Associates Degree, or equivalent experience/combined education, with addition specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned tasks. Familiarity with library sciences and desktop applications preferred.