

Administrative Assistant To Director - CVL

Purpose Statement

The job of Administrative Assistant To Director - CVL is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to the CVL Director and the administration team; provides general support to the various boards of the Chattahoochee Valley Libraries; acts as liaison between the director and other parties.

This job reports to Director Chattahoochee Valley Libraries

Essential Functions

- Daily attendance and punctuality are required for the purpose of ensuring the goals of the work unit are met.
- Develops and maintains forms for online use for the purpose of providing consistency in reporting and disseminating information.
- Distributes and delegates communication, tasks and requests of the director to appropriate staff for the purpose of assisting the director.
- Maintains local, federal and state files, and files on all actions taken by all library boards and committees for the purpose of providing comprehensive records as required by state law.
- Provides support to the various library boards via creation and distribution of all board meeting packets; provides other administrative support to the various library boards (e.g. Marion County Library Board, Muscogee County Library Board, Cusseta-Chattahoochee County Library Board, Stewart County Library Board and the CVL Board, etc.) for the purpose of providing comprehensive records as required by state law.
- Provides support and assistance for the director and administrative team for the purpose of maintaining the day-to-day operations of the library system.
- Records and transcribes all board and committee meetings minutes; assists board with process, including parliamentary procedure for the purpose of providing continuity and adhering to standards.

Other Functions

- Maintains and increases knowledge and skills through a variety of training opportunities for the purpose of supporting the needs of the director, library boards, and the administrative team.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position for the purpose of the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: skills to perform tasks should be of a medium to high range of proficiency and are required in order to meet changing job conditions; skills in promoting successful relationships with board members, staff and the general public; skills in computer literacy; transcriptions from electronic media; multi-tasking and drafting correspondence.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: knowledge to perform various administrative processes, i.e. recording of meetings; transcription of meeting minutes; above average knowledge of basic computer software, i.e. Word, Excel, Adobe Acrobat, and Microsoft Publisher. This position must be knowledgeable about open meetings requirements under state laws, and parliamentary procedure. This position must also perform functions to include: business writing; business etiquette and a working knowledge and experience in public meeting requirements as specified by state law.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: ability to multi-task on a number of levels, e.g. move between working with library staff, board members and library administration; ability to employ appropriate techniques to organize and present written or oral narrative and statistical information; to handle situations with tact; to communicate effectively with staff, library boards and public, Muscogee County School District personnel, Georgia Public Library Service and vendors.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Must have the ability to manipulate stacks of books and similar materials weighing up to 50 pounds and loaded book trucks weighing up to 100 pounds.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency: Two years college or equivalent work experience. Previous governmental or non-profit experience desirable but not required. A minimum of 5 years as an Executive Assistant or Administrative Assistant or similar.

Required Testing:

Pre-Employment Proficiency Test

Certificates and Licenses

Valid Driver's License
If professional proficiency rating is used as part of qualification, must provide proficiency certificate

Continuing Educ. / Training:

Required criminal fingerprint background check every five years

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2015

Salary Grade

Band B/Zone 1