Winnefox Library System
Position Description

Position: Office Assistant
                       Part-time, non-exempt position

Date: January 27, 2016

General Purpose:
To provide clerical support and printing services for the Winnefox Library System and for the Oshkosh Public Library.

Supervisor: Administrative Coordinator

Salary Matrix Level: XA

Supervises: None

Duty / Responsibility	Performance Standards
Printing • Assist in the completion of printing requests and other jobs as assigned. • Assist in the maintenance of printing equipment, and inventory of supplies and materials. • Assist in maintaining statistical records of work completed.	Print projects are completed correctly and on time. Equipment is maintained properly and notice given to office of any problems or malfunctions. Statistical information is correctly and promptly recorded.
Delivery • Data entry of information used in the creation of statistical reports for use in analyzing the delivery service and assessing future needs.	All information is entered accurately resulting in accurate, detailed reports.
Meeting Room Provide Information to the public on meeting rooms and booking procedures.	
Boards of Trustees • Set up meeting materials and refreshments for Board meetings. • Update board manuals as necessary. • Print and prepare board packets for mailing.	Outdated information is updated in a timely and accurate manner.
Payroll • Gather, calculate and enter timesheet information into spreadsheets or accounting software. • Distribute payroll information/check stubs.	Payroll is processed in a timely and accurate manner.
Office Procedures • Update office procedure manual as assigned.	Procedure manual is up to date and current.

Purchasing – Supply and Equipment • Process orders, invoices, packing slips to ensure receipt of all items.	Purchases are processed and compared to order and packing slips correctly.
Accounts Payable/Receivable and Cash Handling • Count and record revenues. • Prepare starting cash bags for service desks. • Balance credit card receipts to batch reports. • Make change for service desks.	Tasks are handled in a timely and accurate manner.
Maintain Equipment and Office Environment • Monitor printing equipment. • Maintain clean and pleasant working environment.	
Routine Clerical • File • Answer multi-line telephone • Greet customers • Open, sort and distribute incoming mail • Prepare material for delivery to member libraries • Acknowledge gifts and donations • Proof read reports and other documents • May take mail to post office, print jobs to outside vendors, or pick up supplies for meetings	

KNOWLEDGE, SKILLS AND ABILITIES
- Valid Wisconsin driver's license and vehicle desired.
- Computer skills including confident use of personal productivity software (word processing, spreadsheet, email) and web-based communication tools.
- Inter-personal skills, capable of working in a team environment.
- Ability to prioritize tasks.
- Ability to work independently.
- Ability to operate duplicator or copier equipment.
- Ability to operate trimmer, collators, folders, staplers, and other bindery equipment.
- Ability to make accurate visual adjustments when aligning and registering layouts.
- Some knowledge of necessary maintenance requirements for duplicator, copier or bindery equipment.
- Ability to maintain a regular work schedule.
- Ability to communicate effectively with staff and maintain effective working relationships.
- Communication Skills: effectively communicate ideas and information both in written and oral form.
- Reading Ability: effectively read and understand information contained in memoranda, reports, print request forms, bulletins, etc.
- Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form.

- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division).

REQUIRED EDUCATION AND/OR EXPERIENCE
High school diploma or equivalent. Must be 18 years of age or older.

TOOLS AND EQUIPMENT USED
Typical office equipment, computers and software including computer, calculator, fax machine, photocopier, telephone and printers. Typical printing equipment including digital duplicator, color copier, paper trimmer, paper cutter, collator, folder, saddle-stapler, hand tools for equipment maintenance, computer.

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 may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stoop, stand, bend, twist, push and pull. Job requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

WORK ENVIRONMENT
Typical office environment. Print shop requires some work in confined spaces.

SELECTION GUIDELINES
Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above 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 a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.