

Job Description
Administrative Coordinator
Winnefox Library System
Full-time, Exempt Position
Library Services Classification, Level 2

Under supervision of the Director and Assistant Director, performs a variety of secretarial and financial duties for the Winnefox Library System and the Oshkosh Public Library.

Duties/Examples of Work

The following is a list of representative duties, as such, it is not meant to be exclusive. Other duties may be assigned that may reasonably follow and relate to essential tasks. This job description may be modified from time to time as the needs of Winnefox Library System and the position change.

1. Oversees the general office operations. Supervises Administrative Specialists, Office Assistants, and delivery services.
2. Responsible for the accounting system of payroll, accounts payable, and general ledger. Develops, revises, and implements accounting and internal reporting procedures. Supervises biweekly payroll and reports.
3. Prepares financial and other materials for the System's annual report for the state.
4. Implements or participates in the development and administration of fiscal procedures and internal controls, execution of accounts payable and receivable functions, maintenance of software account ledgers, audit and financial documentation and reports.
5. Coordinates procurement functions and bid process.
6. Supervises the recruitment of new employees, makes recommendations regarding hiring and termination to the Assistant Director.
7. Working with word processing software, completes or supervises the completion of correspondence such as gift acknowledgments, reports, including confidential reports and those relating to personnel records.
8. Working with spreadsheet software, completes or supervises the completion of such duties as maintenance of statistical reporting, and grant balance reporting.
9. Working with database software, performs or supervises such duties as maintenance of address lists, workshop registrations, summer library program guest artists, membership lists, and meeting room reservations.
10. Working with financial records, performs or supervises such duties as accounts receivable, accounts payable, payroll, enrichment grant balances, monthly receivable statements, vacation and sick leave balances, processing/cutting checks, and county levy invoicing and payments.
11. Working with personnel matters, performs such duties as signing on and orienting new employees on personnel policies and fringe benefits, computes and prorates pay increases, deductions, and benefits, maintains vacation and sick leave balances, maintains all personnel records, assists in the administration of the personnel program with responsibilities for testing, reference checking, driver's license checks, and design of personnel forms and employment application forms.
12. For the Board of Winnefox Library System and Oshkosh Public Library performs or supervises such duties as recording minutes, agenda preparation and other related materials for board meetings. Prepares and distributes board material and for and legal notices of meetings, updates trustee manuals and board lists. Maintains status on board appointments and completes correspondence to officials regarding necessary board appointments and renewals.
13. Supervises delivery staff.

14. Other responsibilities include maintenance of office procedure manual, MSDS folder, system periodical subscriptions, file retention, key system.
15. Other duties as required.

Knowledge and Abilities

1. Ability to develop a working understanding of current library record keeping and filing systems.
2. Ability to maintain and hold in confidence information relating to personnel functions of the library.
3. Ability to perform supervision over assigned office and clerical tasks.
4. Ability to use word processing software, spreadsheet, and database software and manage computerized files.
5. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
6. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relations with the public, peers and supervisors.
7. Working knowledge of library methods and procedures.
8. Knowledge of filing and of standard accounting practices and procedures.
9. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
10. Working knowledge of English grammar, spelling and composition, and proofreading skills.

Environmental and Physical Demands of the Position

1. Typical office environment.
2. Ability to work in confined spaces.
3. Bending/twisting and reaching.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Fingering: keyboarding, writing, filing.
6. Lifting and carrying 50 pounds or less.
7. Pushing and pulling objects weighing 60-80 pounds on wheels.
8. Sitting, standing, walking, climbing and stooping.
9. Talking and hearing; use of the telephone.
10. Hold a valid Wisconsin driver's license.

Mental Requirements

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Communication skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
7. Planning and Organization Skills: develop required plans to solve problems; take advantage of opportunities to accomplish goals; establish systematic methods of accomplishing goals.
8. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
9. Time Management: set priorities in order to meet assignment deadlines.
10. Ability to operate computer workstation and other business machines with speed and accuracy.

Equipment Used

Standard office equipment such as calculator, fax machine, postage machine, photocopier, electric paper punch, computer workstation, and telephone.

Education and Experience

Bachelor's degree in business administration or any combination of education and experience that provides the necessary knowledge and skills. Minimum of four years progressively responsible office experience.