

**Job Description**  
**Administrative Specialist**  
Winnefox Library System  
Full-time, Non Exempt Position  
System Support Classification, Level 2S

Under supervision of Administrative Coordinator, performs a variety of administrative and clerical duties for the Winnefox Library System and 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. Financial Recordkeeping. Code invoices for payment. Prepare payroll, accounts receivable, and accounts payable using accounting software.
2. Work with spreadsheet software. Perform such duties as: inputting data, creating statistical reports including tables and charts; creating and modifying formulas within spreadsheets; etc.
3. Perform receptionist duties. Answer the phone; greet members of the public; take and forward messages for other system staff; reserve meeting rooms; stuff envelopes; compile material orders for member libraries; photocopy, create postage reports, etc.
4. Attend board meetings and take minutes.
5. Occasionally attend meetings, workshops, or classes off site.
6. Purchase office supplies and communicate with vendors.
7. Work with database management software. Maintain address lists, workshop registrations, meeting room bookings, equipment reservations, etc.
8. Work with word processing software. Transcribe meeting minutes; compile newsletters; produce general correspondence, legal notices, reminders, contracts, board reports, etc.
9. Maintain portions of Winnefox Library System and Oshkosh Public Library web sites.
10. Schedule performers for member library summer programs.
11. Perform clerical tasks such as preparing material for delivery to system libraries; scheduling deliveries; making phone calls on behalf of other system staff; maintaining office files; assisting with workshop preparations by making coffee, obtaining bakery, making lunch reservations, updating manuals, etc.
12. Other duties as required.

**Knowledge and Abilities**

1. Ability to effectively present information and respond to questions from staff and the public.
2. Ability to learn assigned clerical tasks quickly.
3. Ability to follow detailed oral and written directions.
4. Ability to operate library business machines properly.
5. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
6. Excellent interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
7. Keyboarding, filing and proofreading ability.
8. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
9. Excellent working knowledge of English grammar and spelling.

10. Demonstrated proficiency in a variety of office and financial management software such as Microsoft Word, Excel, Access, and QuickBooks.
11. Proficiency in web editing software.
12. Hold a valid Wisconsin driver's license.

**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.

**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. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
8. Time Management: set priorities in order to meet assignment deadlines.
9. 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**

High school diploma or equivalent with a minimum of two years relevant office experience or a combination of education and experience judged sufficient to carry out the essential functions of this position.