



Job Title	Administrative Specialist
Department	Public Library
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-exempt

Scope of Work

The Administrative Specialist at the Needham Free Public Library plays a key role in maintaining the efficient operation of the library. This person must possess strong organizational skills, excellent communication abilities, and the capacity to handle sensitive information with discretion.

Supervision

Received	Library Director
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

General Tasks:

- Provides effective and efficient assistance to internal and external customers of the Library (including Library staff, staff of the Town, Board of Library Trustees, Friends of the Library and Library Foundation of Needham representatives, volunteers, vendors, applicants, and state agencies); promotes and maintains responsive relations.
- Manages payroll functions for the department, including resolving issues with payroll, and tracks part-time hours for budgeting purposes.
- Provides administrative and technical support to the Director, Assistant Director and Library staff.
- Participates in Library activities as a member of the Administration team, including attending department head meetings, and provides input on accomplishment of Library's goals.
- Maintains the third floor conference room calendar, scheduling meetings and events.
- Prepares reports and tracks revenue and expenditures.
- Maintain office supplies inventory; anticipates and orders needed supplies.
- Assists in research and coordination of orders for Friends and Foundation funded library initiatives.
- Assists with the marketing strategy and outreach for the Library.

Finance:

- Compiles data and monitor Library expenses.
- Prepares requisitions and processes department expenditures, ensuring compliance with Town and State guidance, and assists with contract creation.
- Researches, analyzes, and resolves payment problems with vendors; acts on behalf of the Library to coordinate quotes with vendors.
- Facilitates and assists in the development and administration of the Library's operating, trust fund, State Aid, and capital budgets.
- Completes monetary deposits, maintaining cash and deposit records for fees and trust fund deposits.

Board of Library Trustees:

- Attends monthly meetings.
- Prepares reports on operational budget spending, trust fund spending, capital spending, State Aid spending, and gift receipts.

Requirements of Work

Graduation from a college or university with an Associate's Degree in Accounting, Office Management, Administration, or related field, supplemented by at least 4 years of experience as an administrative assistant/specialist preferably in a local or state government setting.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Department policies and procedures. • The use of standard office equipment, including computers and relevant software programs. • Proficiency in spreadsheets and computerized accounting programs.
Ability to	• Work independently, multi-task and prioritize work. • Deal with highly sensitive information and maintain confidentiality. • Communicate effectively both verbally and in writing. • Perform basic math and accounting functions. • Prepare complex correspondence and reports. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the general public.
Skill in	• Oral and written communications. • Strategic thinking and decision making. • Public relations.

Necessary Special Requirements

None

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer