

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Administrative Assistant (Facilities)**

Dept.: **Facilities Management Services**

Job Code Number: **10607**

Reports to: **Associate Director, FMS**

Grade Number: **13, Non-represented**

Effective Date: **July 2001**

FLSA Status: **Non-Exempt**

General Position Summary:

Provides support to the Associate Director in a variety of administrative areas. Duties and responsibilities are performed as assigned by the Associate Director. Maintains files and other records such as budgets and actual expenses utilizing formats such as invoices, purchases orders, etc. Prepares meeting schedules, agendas and meeting minutes in which the Associate Director is involved. Gathers information regarding equipment needs and analyzes appropriate purchase sources. Maintains and updates monthly reports, manuals and statistics within the scope of the Associate Director's area of responsibility. Performs special projects as assigned by the Associate Director.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. May prepare meeting agendas and minutes.
2. Oversee ordering of supplies and equipment for Facilities Divisions.
3. Prepare and monitor budget request process.
4. Create and maintain budget expenditure tracking process.
5. Create and maintain files including statistical reports.
6. Coordinate with managers, the public, other departments and Associate Director, consultants and vendors.
7. Generate correspondence, screen telephone calls, receive and distribute mail.
8. Supervise and direct Reception Desk staff at Service Center: oversee booking rooms for staff and public use.
9. Prepare bimonthly payroll for Division.
10. Confidential personnel work with collective bargaining unit staff.
11. Prepare and maintain budgets for construction of new libraries; prepare bimonthly payroll for division; audit architect and contractor requests for payment and resolve discrepancies; oversee and maintain files with architectural plans, specifications, manuals and state audit records; select, train, supervise and evaluate other FMS clerical staff.
12. Special projects as assigned.

Communication:

Contacts in this position are made with other KCLS employees, vendors, consultants, architects and contractors. They are regularly made at the supervisor's request, on the incumbent's own initiative or are initiated by a third party. The position has a requirement to interact with customers frequently and communications occasionally contain confidential/sensitive matters.

Initiative:

The position operates from established and well-known procedures (on a general basis) and is responsible for problem solving with others within own department. Some design of new program/services or concepts is required and the job involves a high degree of complexity. The position operates independently with minimal supervision and frequent new and varied work situations are experienced. Decisions are made within specific organizational policy constraints/guidelines.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. The position considers her/his own work and the work of others and must be able to forecast for the near future. Operational planning is required at the department level. The position makes decisions that have an impact within the work unit and the work is monitored or checked occasionally by the supervisor.

Leadership:

The position is responsible for mentoring as an assistant unit lead and is responsible for role modeling and promoting organizational values within the work unit or department as a representative of the organization to the public/patron.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent, supplemented by two years of higher education or vocational training specializing in facilities, office management, secretarial science, records management or related field.
- Two to four years related work experience.
- Experience using office suite software.
- Experience using bookkeeping systems and spreadsheets.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of administrative systems e.g.: budgeting tracking, statistical formats, in support of Associate Director and district projects.
- Extensive knowledge of staff and operations within organization's scope.
- Extensive knowledge of office software such as Excel, Word and Access and Power Point.
- Considerable knowledge in math and tracking systems.
- Working knowledge of staff outside of assigned organization when dealing with special projects where the scope is outside of Associate Director's organization.

Ability to:

- Set priorities relative to incoming work, phone calls and staff to screen for Associate Director.
- Summarize meeting discussions when writing meeting minutes.
- Communicate effectively with a wide range of staff on matters impacting organization.
- Maintain detailed and accurate statistical reports and tracking/monitoring information.
- Efficiently process workflow through office and systems in support of Associate Director.
- Develop and maintain positive relationships with KCLS staff and vendors.
- Read, speak write and understand English.
- Act independently and the discretion to understand when independent action is appropriate.

Skill in:

- Office computer software.
- Accurately and comprehensively developing and writing meeting minutes.
- Math in developing tracking and spreadsheet systems
- Answering telephone calls.
- Budget process/expenditures.

SPECIAL REQUIREMENTS

Valid Washington driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move

up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The position is subject to constant sitting, extensive close work (eyestrain) and extensive PC monitor work, is subject to frequent interruptions and overtime with the manager's knowledge.

Advancement Possibilities:

Sr. Maintenance Coordinator

Construction Coordinator

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.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager