

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Division Assistant**

Dept.: **Varies**

Job Code Number: **10606**

Reports to: **Director (APT level)**

Grade Number: **12, Non-represented**

Effective Date: **March 2009**

FLSA Status: **Non-Exempt**

General Position Summary:

Provides support to assigned Director/s in a variety of administrative areas. Duties and responsibilities are performed as assigned by the 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 Director is involved. Gathers information regarding equipment needs and analyzes appropriate purchase sources. Collects and sorts mail directed to the Director. Maintains and updates monthly reports, manuals and statistics within the scope of the Director's area of responsibility. Performs special projects as assigned by the 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. Prepare meeting agendas and minutes.
2. Order supplies and equipment within the scope of the Director.
3. Prepare budget requests.
4. Create and maintain budget expenditure tracking process.
5. Create and maintain files including statistical reports for areas within the scope of the Director.
6. Coordinate with managers, the public, other departments and Directors.
7. Screen telephone calls; receive and distribute mail.
8. Compose, type, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
9. Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.
10. Special projects as assigned.

Secondary Duties:

Secondary duties may include any or all of the following:

1. Provide back up to others across the system.
2. Participate in meetings, conferences, and seminars.
3. Perform other related duties and projects as necessary or assigned.

Communication:

Contacts in this position are made with other KCLS employees. 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 occasionally 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 does not include mentoring responsibility and is responsible for role modeling and promoting organizational values within own work unit or department.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent, supplemented by some higher education or vocational training in office software, secretarial science, or related field.
- One to two years experience in office assistance.
- Experience using office software.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of administrative systems e.g. budgeting tracking, statistical formats, in support of Director.
- Extensive knowledge of staff and operations within organization's scope.
- Extensive knowledge of office software such as Excel, Word and Access.
- 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 Director's organization.

Ability to:

- Set priorities relative to incoming work, phone calls and staff to screen for Director.
- Organize, set priorities and exercise sound independent judgment within areas of responsibility.
- Act independently and the discretion to understand when independent action is appropriate.
- 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 Director.
- Manage time to maximize productivity and timely completion of assignments.
- Develop and maintain positive relationships with KCLS staff and vendors.
- Read, speak write and understand English.

Skill in:

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

SPECIAL REQUIREMENTS

Valid Washington State 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 25 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.

Advancement Possibilities: (depending on qualifications)

Related Specialist or Coordinator position

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: _____
Director of HR

Revised: 2009-02-27