

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **FMS Assistant**

Dept: **FMS**

Job Code Number: **10624**

Reports to: **Associate Director - FMS**

Grade Number: **11 non-represented**

Effective Date: **January 2008**

FLSA Status: **Non-exempt**

General Position Summary:

Under general supervision, provide clerical and administrative support to assigned FMS programs and projects. May provide training and assistance to lower level clerical positions.

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. Assist in the preparation of specifications and contracts for project bidding.
2. Prepare purchase orders for project specific items per KCLS purchasing guidelines and prepare invoices for authorization. Order materials and/or supplies.
3. Prepares of budget request and create and maintain budget expenditure tracking process.
4. Receive materials and enter into record management database such as Access, or other software system used by the department.
5. Update and maintain database systems and ensure accuracy. Perform database searches to locate information and provide reports.
6. Maintain files such as statistical reports, departmental documents and project records.
7. Serve as a resource for others with questions or needing information. Research requests for information as needed.
8. Perform various clerical duties such as opening and sorting mail, filing, faxing, answering phones, photocopying, and meeting room scheduling.
9. Correspond via e-mail, fax, letter, and phone with KCLS staff and/or outside vendors, contractors or patrons.
10. Train new and lower level staff. May oversee or assist in overseeing workflow or assigning work.

Secondary Duties:

Secondary duties may include any or all of the following:

1. Assist others with office equipment such as faxes and photocopiers.
2. Provide back up to others within department.
3. Participate in meetings, conferences, and seminars.
4. Perform other related duties as necessary or assigned.

Communication:

The position typically has regular contact with KCLS staff, external customers, vendors, contractors and patrons. Contacts normally involve the exchange of information. Communications occasionally contain discussion about sensitive or confidential matters.

Initiative:

The position generally operates from established and well-known procedures. The position typically is responsible for solving problems with others from own department. The position may have some responsibility for developing new programs or services that impact the immediate work area or department. The position involves a moderate degree of complexity considering the variety of demands placed on it and the level of detail involved. The position operates independently with minimal supervision. The position encounters frequent new and varied work situations. Decisions are typically made within specific organizational policy constraints and guidelines though an occasional decision or recommendation about a situation outside the norm or identification of potential problem situation is required.

Accountability:

The position encounters regular interruptions requiring some flexibility. The position foresees issues associated with own work and identifies future needs for supplies, equipment and resources. May also consider the work of others and participate in operational planning at the department level. Decisions typically affect the work unit but may on occasion have an impact across a limited number of work units. The position has a moderate but distinct influence on library operations, revenue, expense or budgetary outcomes. The position influences outcomes within the scope of the position. Consequences of success or failure of job responsibilities is important to the department. Work is occasionally checked by a supervisor or manager.

Leadership:

Position may have mentoring responsibility as an assistant unit lead along with responsibility for role modeling and promoting KCLS values within the department. The

position may occasionally have responsibility for promoting KCLS values as a representative of the organization to the public.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent.
- One to two years of related work experience.

Necessary Knowledge, Ability and Skills:

- Considerable knowledge of operations, functions, policies and procedures of the department.
- Considerable knowledge of office software programs.
- Considerable knowledge of database systems such as Access or others used by the department.
- Working knowledge of Internet based research.
- Working knowledge of general library operations, functions, and services provided, desirable.

Ability to:

- Organize and prioritize multiple tasks.
- Train and assist others.
- Maintain flexibility in an environment with many interruptions.
- Analyze and solve problems and use independent judgment.
- Maintain accurate and detailed records.
- Work independently with minimal supervision.
- Work in a team environment.
- Resolve problems that may involve patrons.

Skill in:

- Effective verbal and written communication with a variety of individuals.
- The use of computer hardware and software.
- Establishing and maintaining good customer relations with internal and/or external "customers".
- Use of general office equipment.

SPECIAL REQUIREMENTS

May require a valid Washington driver's license.

PHYSICAL DEMANDS

Positions typically require frequent verbal communication, hearing, sitting, reaching, keyboarding, and repetitive motion of hands/wrists, handling, grasping, and use of visual senses. Requirements vary by position but may require pushing and pulling of up to 100 pounds and lifting and carrying from 5 – 50 pounds.

WORK ENVIRONMENT

Work performed in a normal office environment. Work typically involves extensive close work (eyestrain), PC monitoring, and may require constant or frequent sitting, standing or heavy lifting.

Advancement Possibilities: Division Assistant

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

Final: 11/01/07