

Mid-Hudson Library System | Job Description

Administrative Associate

Job Title: Administrative Associate

Reports to: Executive Director

FLSA Status: Non-exempt

Telecommuting: Eligible

Last Revised Date: 2.2020

Summary: Provide assistance to the Executive Director by coordinating activities related to the MHLS Board of Trustees and Directors Association; Support finance operations; special events planning; maintenance of member information; creating and maintaining a favorable public image for the library system; and assistance with general office duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. MHLS Board of Trustees Support
 - a. Board Meetings, including Annual Membership Meeting
 - i. Meeting Preparation: draft agendas; mail monthly financial reports to treasurer; assign and mail warrant to Board reviewers; coordinate creation of board packet; post board packet using WordPress; notify trustees of board packet availability; compile and distribute print board packet for staff; location reservations; lunch/refreshment coordination; liaison with off-site meeting hosts.
 - ii. At Board Meetings: attend all board meetings; ensure meeting room setup and refreshments are in order; welcome guests; take minutes of the meeting; post-meeting clean up; administer the annual Oath of Office.
 - iii. Post Board Meetings: draft minutes in coordination with Executive Director and Board Secretary; draft report for Bulletin; record and index minutes; oversee yearly-compilation of board packets.
 - iv. Annual Membership Meeting: Event coordination with Executive Director and other MHLS staff with lead responsibilities for location and catering arrangements; assist Nominations & Elections Committee with the annual election including distribution of election memos and materials; assist with meeting publicity, registration, name badges, and day-of event coordination as assigned.
 - b. Board Relations & Recordkeeping
 - i. Maintain and update trustee files and trustee web site information
 - ii. Assist the Executive Director as liaison to the Board; coordinate the Board and Board Committee meeting schedules and other meetings as requested by the Executive Director; prepare and mail out annual board outreach correspondence.

- iii. Annually track and record trustee terms of office, oaths of office, conflict of interest disclosure forms, sexual harassment prevention training records, and board-to-board visits.
- iv. File oaths of office with Dutchess County.
- v. Communicate with the Board of Trustees and Board Liaisons in a professional and confidential manner.

2. Finance Operations Support

- a. Prepare invoices for member libraries
- b. Paid invoice processing
- c. Filing paid vendor invoices
- d. Keep office supply closet organized and work with purchasing officer to order supplies as necessary.
- e. Maintain coffee/tea supplies for the auditorium and conference room and work with purchasing officer to order supplies as necessary.

3. Directors Association (DA) Support

- a. Meeting Preparation: draft agendas; coordinate creation of DA packet; post DA packet using WordPress; sign-in sheet creation and transmission to DA secretary; name card production; location reservations; lunch/refreshment coordination, including annual DA Luncheon; day off meeting set up and clean up.
- b. Post DA Meetings: DA decision recordkeeping; post minutes online
- c. Advisory Committee support: agenda and minute templates; location reservations; day of meeting set up and clean up; committee roster tracking; county meeting dates.

4. Member Information

- a. Maintain assigned portions of the Administration Database including member information and legislator information; generate reports from the database upon request.
- b. Prepare and mail welcome letters to new member library trustees

5. General Office Duties

- Maintain awareness of and assist in managing the Executive Director's schedule; providing real-time scheduling support by booking appointments and avoiding conflicts.
- Produces and manages information (such as documents, presentations, worksheets, and charts) using the office productivity software products identified in the qualifications section of this job description under "Computer Skills."
- File and retrieve System documents, records, and reports; maintain hard copy and electronic filing system of documents as requested by the Executive Director.
- Answer telephone promptly, efficiently, appropriately transfer calls.
- Process weekly/quarterly checks for the Business Office.
- Sort and distribute incoming mail and faxes.
- Greet visitors and determine access to appropriate staff.
- Prepare responses to routine inquiries and information requests
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing; be familiar with fax and copy machines and assist users when necessary; recycle toner cartridges from printers, copy machines and fax machine.

- Participates and promotes green/sustainable initiatives including, but not limited to, proper recycling and energy conservation.

6. Communications

- a. Communicate with MHLS Staff and Trustees, member library stakeholders, and vendors in a professional and confidential manner.
- b. Reports plans and activities to the Executive Director; advises the Executive Director in the areas of the position's essential duties and responsibilities.
- c. Supports the staff in identifying, reviewing, and resolving issues that impact the entire MHLS organization.

Supervisory Responsibilities: None

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Adaptability** Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Computer Skills** To perform this job successfully, an individual should have a minimum of: (1) intermediate skills of Microsoft Office Windows, Word, Outlook, Access, Excel, and PowerPoint; (2) basic contributor-level skills with WordPress content management (e.g., create/edit Web posts and pages, upload and attach media); and (3) be able to create and edit documents in Adobe Acrobat
- **Customer Service** Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Oral Communication** Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Quality** Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Written Communication** Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

- **Education and/or Experience** Two (2) years of experience as an administrative assistant or four (4) years of office administration experience

Certificates, Licenses, Registrations: Notary Public

Other Skills and Abilities Is reliable; Treats others with respect and consideration regardless of their status or position; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Works efficiently and effectively; Accepts responsibility for own actions; Reacts well under pressure; Upholds organizational values; Recognizes and reports unsafe conditions.

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.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.