



Library Associate II: Administrative Specialist/Bookkeeper

Position Description: To manage support services of the Library including all bookkeeping/accounting activities; to administer human resources activities; to oversee matters related to maintenance, repair, and improvements to the library physical facility and grounds, and recently acquired property offsite; to perform a wide variety of technical and clerical library work; to assist patrons as needed.

Responsibilities and Expectations:

Administrative Support

- Attends Library Board meetings and records the minutes of the meetings
- Provides WA State Open Public Meetings Act guidance and training to the Board and staff as needed
- Manages the archives of approved Board Meeting minutes and resolutions
- Coordinates and disseminates information packets necessary for all Board meetings including, but not limited to, public announcements, agendas, minutes, reports, and attachments
- Provides general administrative support to Director including writing correspondence, assembling reports, and more
- Serves as the public records request contact for District
- Responds to inquiries and requests for information from staff, public and outside sources
- Assists Director and Assistant Director with updates and oversight of Library's policy and procedure manuals
- Performs other administrative duties as assigned

Human Resources and Payroll

- Prepares monthly payroll information and coordinates with SJC auditor's office to ensure correct and proper payroll for all Library staff
- Oversees all payroll-related information including but not limited to salaries, retirements, and other payroll benefits
- Assists Director in new employee in-take
- Provides new and updated personnel and payroll information to County auditor's office as needed
- Oversees payroll information and personnel files
- Maintains the records retention and destruction schedules for employee records
- Acts as administrator for medical, life, and disability insurance, and optional flexible spending accounts for District personnel
- Oversees policies and procedures for compliance in employment practices
- Researches employment practices and procedures as needed

Bookkeeping

- Ensures the timely processing of all accounts payable in coordination with the San Juan County (SJC) auditor's office
- Maintains all accounts payable-related information and files
- Prepares quarterly returns and payments for state use tax
- Oversees cash handling procedures
- Manages miscellaneous revenue deposits in coordination with the SJC auditor's office
- Oversees and reconciles District bank accounts
- Initiates fund transfers through SJC treasurer's office as requested by Director
- Prepares and submits necessary reports to appropriate government agencies
- Prepares financial reports for the monthly meeting of the Board of Trustees and as requested
- Maintains the records retention and destruction schedules for financial records
- Assists with budget preparation as requested
- Acts as primary contact with state auditor's office, files annual reports, and assists with periodic audits
- Coordinates with Development Director on donation financial tracking and records
- Performs other related duties as assigned

Facilities Management

- Manages daily and major maintenance, repairs, and improvements on library physical facilities and grounds, ensuring that facilities and grounds are adequate, safe, and hospitable for patrons and staff
- Manages daily and major maintenance, repairs, and improvements for facilities and grounds of offsite property; coordinates with General Maintenance Worker assigned to maintain safety, security and general appearance
- Works with Director to establish priorities for facilities maintenance, repairs and improvements
- Keeps Director and library staff informed of scheduled facilities work
- Assists with bidding and estimates for work as requested by the Director
- Maintains annual and periodic schedules for preventive maintenance of library physical facilities and grounds
- Initiates annual contract renewals
- Oversees janitorial maintenance program
- Manages surplus disposition program
- Manages scheduling of display cabinet in entryway
- Manages meeting room scheduling and processes applications for meeting room use
- Oversees maintenance of the Library's community bulletin board

Collection Development and Maintenance

- Recommends titles for purchase as appropriate

Circulation and Reference

- Maintains general knowledge of circulation system
- Maintains general knowledge of online and print resources

Customer Service

- Provides accurate and consistent access to information, materials, services, and programs to patrons and co-workers in a timely manner and with a good attitude
- Makes accurate referrals to co-workers, supervisor, or other community agencies as appropriate
- Interprets policies and procedures to public in a customer-responsive manner

Library Operations

- Observes safety hazards and emergency procedures
- Observes library policies
- Identifies problems and reports appropriately to Director
- Operates all office equipment and performs necessary office procedures utilizing printer/copier, answering machine, phones, and others as appropriate
- Follows all opening and closing procedures
- Performs a variety of duties supporting the overall operation of the library as assigned

Professionalism

- Maintains general knowledge of library online and print resources, collections, services, and programs.
- Attends workshops, trainings, and conferences as appropriate
- Participates in staff development activities
- Continually strives to increase job-related skills and knowledge
- Shares professional information with co-workers
- Adheres to library standards for conduct and work performance as well as the ALA Code of Ethics and the Library Bill of Rights

Teamwork

- Works cooperatively and pleasantly with co-workers, volunteers, and supervisor
- Displays flexibility in working with others
- Effectively communicates with co-workers
- Takes initiative
- Makes positive suggestions for solutions to problems
- Participates constructively in meetings
- Recognizes co-workers and volunteers for work well done

MINIMUM REQUIREMENTS

- Bachelor's or Master's Degree in Business Administration, or related field
- Minimum three (3) years' skilled bookkeeping/accounting experience; OR
- Any combination of education and experience which would provide the required knowledge and skills and allow successful performance of the job
- Knowledge of the fundamental principles of accounting, background in state and federal laws governing industrial insurance, employment taxes, and BARS accounting
- Ability to comply with regulations and standards governing financial activities
- Extensive knowledge and minimum three (3) years' experience using QuickBooks bookkeeping software for an organization
- Minimum two (2) years' experience with facility oversight

- Demonstrated experience providing administrative board support including minutes taking and familiarity with Open Public Meetings Act
- Use of basic office equipment (e.g. PC, printer/copier, phone, etc.)
- Proficiency in MS Office Suite skills (e.g. Word, Excel)
- Strong interpersonal skills
- Efficient, resourceful, flexible, and self-directed
- Strong in verbal and written communications
- Positive attitude and professional integrity
- Must pass criminal background screening upon hiring

PREFERRED REQUIREMENTS

- Prior library experience preferred but not required
- Familiarity with records retention and public record requests