

SOUTHWEST WISCONSIN LIBRARY SYSTEM
Job Description

POSITION: Administrative Assistant

CLASSIFICATION: Part-Time Regular, Non-Exempt

REPORTS TO: System Director

SUPERVISES: SWLS Delivery Drivers

GENERAL DESCRIPTION:

Provide administrative support to the SWLS office and activities; serve as accounting services liaison and work closely with contracted accounting services staff; coordinate System van delivery.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Administrative Assistant
 - Serve as liaison with CESA 3 staff
 - Serve as secretary for the SWLS Board of Trustees and NetSW/PLAC; take minutes and prepare documents for distribution before and after meetings
 - Compile and record patron use statistics of system-provided databases
 - Order office supplies for System office such as paper, ink/toner, tape, etc.
 - Order patron and item barcodes; order content and support materials for System kits and collections
 - Maintain and communicate inventories
 - Recommend policy and procedure changes
2. Accounting Services Liaison
 - Prepare Accounts Payable and Accounts Receivable and send to Winnefox
 - Make bank deposits and transfers
 - Monitor accounts balances including checking and reserve accounts
 - Receive and review financial statements from Winnefox Library System accounting team
 - Prepare payroll information and send to Winnefox
 - Verify and track paid leave hours earned/used
 - Keep accurate records of System financial activity in conjunction with Winnefox accounting team
 - Assist in processing orientation of new System employees
 - Monitor ETF benefits and changes in coordination with Winnefox staff
 - Gather and organize records in support of annual financial audit
 - Complete quarterly Unemployment reports
 - Complete WRS annual reconciliations
3. Van Delivery Support Administrator
 - Supervise van delivery drivers
 - Prepare monthly schedules
 - Coordinate fleet maintenance
 - Assist in recruitment and selection of van delivery drivers
 - Sort statewide delivery bins, may assist van drivers with sorting of SWLS delivery bins
 - Serve as member library contact for delivery issues
4. Interlibrary Loan Clearinghouse Support
 - Support the interlibrary loan processing activity of the ILS Support and ILL Consultant as needed

EDUCATION AND EXPERIENCE:

Required: High School diploma
One to two years' experience in an office setting
Experience working with public libraries desirable

KNOWLEDGE AND ABILITIES:

- Ability to efficiently use computer software including Microsoft Excel, Word, internet browsers, email and G-Suite applications
- Highly organized
- Strong planning and coordination skills
- Valid driver license desired
- Knowledge of English grammar, spelling and composition
- Ability to operate the following office machines: computer, printer, copy machine, scanner and multi-line phone system

PERSONAL CHARACTERISTICS:

Excellent problem-solving skills
Excellent interpersonal communication skills
Ability and willingness to learn
Flexible and adaptable to a changing work environment

PHYSICAL DEMANDS OF THE POSITION:

Bending, twisting and reaching
Far visions at 20 feet or further; near vision at 20 inches or less
Fingering: keyboarding, writing, sorting and filing
Lifting and carrying: 50 pounds or less
Pushing and pulling: 50-80 pounds on wheels
Sitting, standing, walking and climbing
Talking and hearing: use of the telephone

MENTAL REQUIREMENTS:

Ability to apply technical knowledge
Ability to comprehend, follow and give instructions
Ability to deal with abstract and concrete variables
Communication skills: effectively communicate ideas and information in both written and verbal form
Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division)
Reading ability: effectively read and understand information in manuals, reports and bulletins
Time management: set priorities in order to meet assigned deadlines

EQUIPMENT USED:

Equipment may include and is not limited to automobile, van, copy machine, computer, printer, scanner, camera and multi-line telephone

WORK ENVIRONMENT:

The Southwest Wisconsin Library System serves 28 public libraries in five counties in southwest Wisconsin. SWLS headquarters are centrally located within the SWLS service area in modern office space on the edge of Fennimore, Wis. The majority of the system service area lies within the beautiful Driftless Region, including the scenic Lower Wisconsin River Valley and the dramatic bluffs and coulees along the Mississippi River. SWLS has a history of being supportive and responsive to member libraries, and as it builds its team the system seeks to maintain an environment that highlights engagement, service, teaching and learning, and the fostering of connections and collaborations within the region and beyond to benefit public library services and patron experiences. While travel is anticipated for this position and some activities take place in evenings or on weekends, the majority of work is scheduled during normal weekday hours; consistent and punctual attendance

is required. This is a part-time position and benefits currently include earned vacation and sick leave, paid holidays, Wisconsin Retirement System participation and the availability of health insurance, among others.

The 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 functions listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of functions 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 the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Date approved:
Aug. 27, 2019