

Loutit District Library
Job Description

Job Title: Administrative Assistant

Reports to: Executive Director

Job Summary:

The position of Administrative Assistant is a support position. Under the supervision of the Executive Director, this position is responsible for office and clerical duties as assigned.

Primary Responsibilities:

- Assists in preparing and distributing board packets.
- Prepares and distributes board and committee meeting minutes
- Orders office supplies
- Creates room reservations for internal library and board/committee meetings
- Acts as lead for admin calendar
- Calls patrons for lost and found items
- Writes thank-you notes

Secondary Responsibilities:

- Updates LDL phone directories
- Updates staff directory
- Updates organizational chart
- Orders food for staff days and board lunches, etc.
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to place items in alphabetical, chronological, and numerical order.
- Familiarity with Microsoft Office, Adobe, Google Suite, digital services, and devices.

Approved 01/10/2023 Board Meeting

- Organizational ability to set goals, meet deadlines, and work independently with a high attention to detail.
- Ability to express ideas clearly and effectively to individuals and groups through verbal, written, and visual communication.
- Ability to follow orders and work harmoniously with others.

Requirements:

- Must be at least 18 years old.
- Must possess a high school diploma or its equivalent.
- Flexible schedule including evenings and weekends.

Physical Requirements:

- Ability to lift, carry, and transport up to 40 pounds.
- Ability to enter and access information on a computer.

Working Conditions:

- Climate-controlled building. May work off campus in a variety of environments.
- Ability to travel between work locations and related places of business as needed.
- Fast-paced library setting with distractions.
- Work hours may be varied, including evenings and weekend hours.
- Supports an equitable, safe, diverse, and inclusive workplace.

Reporting Relationship:

Reports to the Executive Director. In absence of that person, reports to the Assistant Director or PIC.

The above is intended to describe the primary responsibilities, the secondary responsibilities, and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.