



ADMINISTRATIVE SERVICES COORDINATOR

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DEPARTMENT: Williamsburg Regional Library/Finance & General Services

NATURE OF WORK:

Under the supervision of the Finance & General Services Director, the Administrative Services Coordinator performs a variety of advanced administrative and public service tasks to support the Williamsburg Regional Library (WRL). Work is performed in a complex setting and demands strong customer service, organizational, and clerical skills.

Work requires initiative, sound judgment, and discretion in the performance of duties. Assignments are in the form of general outlines of desired results; methods and routines are expected to be developed and implemented as appropriate.

ESSENTIAL FUNCTIONS OF THE JOB:

Answers the main WRL public telephone lines with courtesy and tact, appropriately referring calls.

Assists in researching, compiling, analyzing, tracking, and maintaining information for reports, statistics, inventories, and special projects.

Edits and proofs library web pages; maintains administration and other Intranet /Internet pages as needed.

Assists the finance and general services division with set-off debt, payroll, deposits, check disbursements, supplies, and ordering as needed.

Collaborates with and supports other division directors, managers, and officers.

May serve as a Notary Public.

Assists with the maintenance and operation of library copiers, fax, and other machines, including credit card terminals and cash registers.

Coordinates/administers the following services as assigned:

- Provides administrative support for WRL boards of Trustees, Friends, and Foundation. This includes preparing meeting minutes and agendas, scheduling meeting rooms, and various other tasks.
- Collects information for, prepares and distributes packets for the Board of Trustees, City of Williamsburg, James City County, and York County.

- Creates and maintains Internet and Intranet web pages for WRL boards and/or other informative sections for public and staff.
- Records and deposits contributions for Friends, Foundation, gifts and memorials, and others using development software.
- Performs mailroom operations. Duties include:
 - ✓ Sorting, metering, and batching outgoing mail and other deliveries.
 - ✓ Preparing packages and bulk materials for mailing or shipping.
 - ✓ Sorting and delivering intra-library mail, U.S. mail, and other shipments.
 - ✓ Receiving and unpacking shipments as needed.
 - ✓ Maintaining logs and statistics.
 - ✓ Monitoring U.S. Postal Service regulations and developments along with those of other carriers; recommending and implementing procedural changes accordingly.

Performs other duties as required.

JOB LOCATION AND EQUIPMENT OPERATED:

The job is located in Williamsburg Regional Library buildings. Work occurs typically in an office setting, with occasional or frequent walking, light to medium lifting (25 to 50 pounds), and other limited physical activities. Frequent sustained operation of computers, specialized, and library equipment is required. Scanner, calculator, coin sorter, and other office equipment as required. Regular contact is made with staff members, various boards, government/community officials and personnel, vendors, technicians, and the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of library operations and organization; ability to explain basic library policies and procedures to the public with courtesy and tact.

Expertise and accuracy in word processing, databases, spreadsheets, and other computer software.

Accurate and efficient filing, taking minutes of meetings, and other support skills.

Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.

Ability to maintain and secure confidential materials.

Ability to effectively perform specialized duties at various service desks.

Ability to compile and analyze information.

Excellent written and verbal communications skills.

Ability to establish and maintain effective working relationships with division directors/managers/officers/staff members, various boards, government/community officials and personnel, vendors, technicians, and the general public.

Ability to work with enthusiasm and initiative.

Ability to lift up to 50 pounds.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; and three years of progressively responsible office and/or public service work experience to provide the necessary knowledge, skills, and abilities as cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a post-offer criminal history records check.

Requires the ability to travel among various library and other sites.

WORK SCHEDULE: Full-time, non-exempt position; 40 hours per week.

Date: October 2010
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