KING COUNTY LIBRARY SYSTEM
Job Description

Title: Administrative Assistant (FMS)

Dept.: Facilities Management Services  Job Code Number: 10607

Reports to: Facilities Administrative and Grade Number: 13, Non-represented
Financial Supervisor

Effective Date: July 2001  FLSA Status: Non-Exempt

General Position Summary:

Provides support to the Director and the FMS’ management team in a variety of administrative areas by answering telephone lines; providing information and assistance to others; scheduling and coordinating the Director’s calendar appointments and meetings; responding to outside organizations and employees on behalf of Director; receiving, sorting, and distributing mail; maintaining records; ordering supplies; assisting in projects as requested; processing invoices and expenses; and assisting with FMS systems and reports. Ensures the coverage of the Reception Desk; oversees and supervises assigned staff.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Maintains Director’s and FMS’ calendars. Schedules and attends meetings; prepares agendas and minutes.
2. Supervises and directs the work of Reception Desk staff at Service Center: oversees booking rooms for staff and public use.
3. Writes, prepares, proofreads and completes forms, letters, memoranda, presentations and other documents for the Director and divisions in the functional areas.
4. Responds to patron and public inquiries and requests for information as appropriate. May perform research and prepare related reports.
5. Coordinates divisional activities and serves as liaison with other departments, community libraries, managers, the public, consultants and vendors.
6. Assists with vehicle program tracking and work order systems as requested.
7. Maintains and establishes filing systems; keeps records in accordance with state guidelines and established schedules and procedures. Maintains departmental office policy and procedural manual.
8. Answers and screens phone call. Processes all incoming mail, departmental purchases and invoices.
9. Tracks and reports assigned expenses.
10. Maintains FMS planning and storage rooms. Orders supplies and equipment for Facilities’ divisions.
11. Coordinates cleanliness and appearance of the Service Center lounge room.
12. Troubleshoots facility emergency calls and assists employees with general questions.
13. Performs special projects as assigned.

Secondary Duties:
1. Serves on various employee committees.
2. Provides backup for related positions.
3. Performs other related duties as assigned.

Communication:

Contacts in this position are made with other KCLS employees, vendors, consultants, architects, contractors and public. They are regularly made at the supervisor’s request, on the incumbent’s own initiative or are initiated by a third party. Communication skills are important and require some refinement for the successful completion of job responsibilities. The position has a requirement to interact with customers frequently and communications occasionally contain confidential/sensitive matters.

Initiative:

The position operates from established and well-known procedures (on a general basis) and is responsible for problem solving of some systems, methods and procedures. Decisions are frequently arrived at through discussion with supervisor or through group decision making within own department. The position operates independently with minimal supervision and frequent new and varied work situations are experienced. Decisions are made within specific organizational policy constraints/guidelines.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. The position considers her/his own work and the work of others and must be able to forecast for the near future. Some operational planning is required at the department level. The position makes decisions that have an impact within the work unit and the work is monitored or checked occasionally by the supervisor.

Leadership:

The position is responsible for mentoring and supervising assigned staff and is responsible for role modeling and promoting organizational values within the work unit or department as a representative of the organization to the public/patron.
DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent, supplemented by two years of higher education or vocational training, specializing in office clerical and administrative support.
- Two to four years related work experience. Supervisory experience preferred.
- Experience using office suite software and tracking systems.

Necessary Knowledge, Ability and Skills:

- Standard office administration practices and procedures, including use of standard office equipment.
- Knowledge of the principles of supervision including human resources policies and procedures.
- Extensive knowledge of office software such as Outlook, Excel, Word and Power Point. Adobe Acrobat, a plus.
- Considerable knowledge in math and tracking systems.

Ability to:

- Adhere to Facilities Department Customer Service Standards.
- Adapt to changing needs; plan, organize and prioritize work; meet deadlines and manage several projects simultaneously.
- Plan, schedule, train, coach and evaluate the work of subordinate employees.
- Work independently, use discretion and good judgment, and make decisions within the scope of assigned authority.
- Interpret and follow applicable administrative policies and procedures.
- Communicate effectively, both orally and in writing, with a wide range of staff and vendors on matters impacting organization.
- Use computer applications to efficiently process workflow through office and systems in support of the department.
- Establish and maintain effective work relationships with department management, division heads, subordinates, library staff and vendors.
- Read, speak, write and understand English.
- Act independently and use discretion to understand when independent action is appropriate.
- Perform basic research and prepare clear and concise written reports.
- Organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner.
- Follow general work instructions from department’s management team.
- Learn new programs and applications.
Skill in:

- Providing positive leadership to subordinate staff.
- Use of personal computer, email, spreadsheet, word processing and relational database computer software programs including MS Office products (Outlook, Word, Excel, Power Point).
- Composing and editing correspondence and reports.
- Maintaining interrelated files and records.
- Interpersonal, oral and written communication.
- Accurately and comprehensively developing and writing meeting minutes.
- Math in developing tracking and spreadsheet systems.

SPECIAL REQUIREMENTS

Valid Washington driver’s license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly required to sit and talk or hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment. The position is subject to extensive close work (eyestrain) and extensive PC monitor with frequent interruptions. Work may require occasional evening, early morning, and weekend meetings or special events.

Advancement Possibilities:
Open depending on education and experience

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

Approval: ____________________________
Director of HR

Final: 7/1/01
Revised: 2/5/15