

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Division Administrative Assistant**

Dept.: **Varies**

Reports to: **Director (Leadership Team level)**

Effective Date: **Revised January 2021**

Job Code Number: **10606**

Grade Number: **13, Non-represented**

FLSA Status: **Non-Exempt**

General Position Summary:

Provides support to assigned Director/s in a variety of administrative areas. Duties and responsibilities are performed as assigned by the Director. Maintains files and other records such as budgets and actual expenses utilizing formats such as invoices, purchases orders, etc. Prepares meeting schedules, agendas and meeting minutes in which the Director is involved. Gathers information regarding equipment needs and analyzes appropriate purchase sources. Collects and sorts mail directed to the Director. Maintains and updates monthly reports, manuals and statistics within the scope of the Director's area of responsibility. Performs special projects as assigned by the Director.

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. Prepare meeting agendas and minutes.
2. Order supplies and equipment within the scope of the Director.
3. Prepare budget requests.
4. Create and maintain budget expenditure tracking process.
5. Create and maintain files including statistical reports for areas within the scope of the Director.
6. Coordinate with managers, the public, other departments and Directors.
7. Screen telephone calls; receive and distribute mail.
8. Compose, type, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
9. Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.
10. Special projects as assigned.

Secondary duties may include any or all of the following:

1. Provide back up to others across the system.
2. Participate in meetings, conferences, and seminars.
3. Perform other related duties and projects as necessary or assigned.

Core Competencies:

### **Customer Focus**

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

### **Valuing Diversity**

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

### **Ethics, Values, and Judgment**

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

### **Professional & Technical Knowledge**

Demonstrates proficiency in professional and technical skills/ and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

### **Approachability**

Listens more than they talk; allows appropriate time for interactions; purposely builds rapport, sets positive tone and exhibits confidence by body language and speech. Maintains boundaries.

### **Interpersonal Savvy**

Relates well to all kinds of people at all levels, both internally and externally; builds appropriate relationships; interactions are often purposeful and constructive.

### **Communicates Effectively**

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- Graduation from high school or GED equivalent, supplemented by some higher education or vocational training in office software, secretarial science, or related field.
- One to two years' experience in office assistance.
- Experience using office software.

## **SPECIAL REQUIREMENTS**

Valid Washington State driver's license.

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with finger use and typing/10-key up to frequent, this keyboarding may be repetitive up to frequently. Constantly sits up to 2 hours at a time and occasionally will stand and walk. Will frequently reach up to chest level with hands and arms to work at desk. The employee will occasionally lift up to 10 pounds and seldom up to 35 pounds. Employee will occasionally push/pull carts and wheeled equipment with light force.

## WORK ENVIRONMENT

Work is performed in a normal office environment. Some travel to branch libraries and extensive PC monitoring work is required.

Advancement Possibilities: (depending on qualifications)  
Related Specialist or Coordinator position

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