

# BENBROOK LIBRARY DISTRICT

## POSITION DESCRIPTION

Position Title: Administrative Assistant  
Supervisor: Library Director  
Supervises: N/A  
Complement: One Part-Time Position (Hourly, Non-exempt)

### Summary:

Under general supervision by the Library Director, provides basic human resources, accounting, and administrative support for the library. Manages all monetary intake through the point of sale and vending machines; Manages inventory of office and processing supplies; Maintains associated files and records

### Essential duties and responsibilities:

1. Assists in preparing and managing a purchase order log to record library purchases
2. Assists in preparing and managing a property book of library's fixed assets
3. Interacts with auditors and accountants to ensure library's adherence to best practices
4. Interacts with auditors, accountants and Library Director to investigate and resolve accounting related issues
5. Researches and produces various monthly administrative reports for the Director and staff librarians
6. Performs other routine administrative duties as requested by the Library Director and staff librarians
7. Maintains library administrative files, applying best practices and records retention principles
8. Develops and maintains Library administrative information using computer spreadsheets, word processing, and other computer applications
9. Prepares and distributes various Library related correspondence
10. Harvests print release pay station and concession vending machine, counts and enters funds into cash register
11. Reconciles cash register drawers with endo-of-period cash register reports and prepares bank deposits

12. Manages supplies, including ordering office and processing supplies and equipment accessories as needed
13. Processes routine inbound and outbound mail
14. Exhibits professionalism and superior customer service disposition
15. Performs other duties as assigned
16. Maintains regular attendance

Minimum qualifications:

Education, Training, Experience, Specific Licenses or Certifications:

Two years of administrative experience required

Knowledge, skills, and abilities:

Proficiency in operating a personal computer and Microsoft Office Suite; experience working with QuickBooks; experience reconciling point of sale systems; possess superior organizational skills

Ability to plan and monitor assigned activities; ability to establish and maintain effective working relationships with staff, patrons, and volunteers