

JOB TITLE: Administrative Coordinator

DEPARTMENT: Administration

REPORTS TO: Human Resources Manager

CLASSIFICATION: Group 6

STATUS: Non-Exempt

OBJECTIVE:

To provide general administrative and organizational support, and assist with payroll, purchasing, contract management, library correspondence, and human resources.

The Administrative Coordinator maintains the record control and retention procedures, including confidential and official library files. This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

DUTIES:

1. Understands and carries out the Library's policies and procedures.
2. Provides clerical and organizational support for library administration.
3. Serves as receptionist for public and staff.
4. Serves as a FOIA Officer.
5. Maintains library records.
6. Assists with the administrative tasks associated with Library bids and requests for proposal.
7. Monitors and maintains appropriate inventory levels of administrative office supplies.
8. Prepares correspondence, reports, documents, and memos.
9. Collects copier and debit card dispenser money.
10. Coordinates all aspects of All-Staff meetings, and makes travel arrangements to library conferences for staff.
11. Assists in the preparation of the monthly Board of Trustees packet, and other Board-related administrative tasks.
12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Two years of college.

2. Five years of office experience.
3. Available to work occasional evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff and patrons.
2. Considerable ability to perform excellent customer service and to communicate library policies and procedures to the staff and the general public.
3. Ability to work as a member of a team.
4. Considerable ability to set priorities and work independently.
5. Considerable ability to safeguard confidential and restricted information.
6. Ability to remain calm in difficult situations.
7. Ability to handle multiple and simultaneous tasks.
8. Ability to follow through tasks to completion.
9. Knowledge of appropriate technology and office software applications.
10. Considerable skill in written and spoken communication.
11. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and Library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of Library materials from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the

essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and
Approved 11/21/06
Revised and Approved 08/21/07
Revised and Approved 05/20/08
Revised and Approved 08/18/09
Revised and Approved 12/17/15
Revised and Approved 09/27/18
Revised and Approved 04/21/2022
Revised and Approved 11/20/2025