

**Outagamie Waupaca Library System**  
Position Description

Title: Administrative Secretary  
Classification: Library Assistant

**General Description**

The Administrative Secretary is responsible for a variety of secretarial tasks including purchasing and billing, records management, financial reports, and banking. Other duties include printing and finding APL holds messaging list, helping with the packing and unpacking of materials for delivery, answering and referring telephone calls, general word processing and filing, greeting and assisting visitors, and sorting mail. Position functions under the supervision of the Director and is responsible for regularly reporting to the Director.

**Specific Duties**

A. Secretarial and receptionist duties.

1. Under the supervision of the Director and in cooperation with the Business Coordinator, maintains accounts payable, accounts receivable, and related reports, using Sage50 software.
2. Handles OWLS banking, including making deposits on a regular basis and reconciling monthly statements.
3. Maintains inventory of and purchases office supplies in a timely manner.
4. Assists Director and Business Coordinator in the preparation of annual reports, county appropriation requests, the annual audit, and other purposes as requested.
5. Answers the telephone, referring callers, taking messages, or responding to general queries.
6. Receives and assists visitors.
7. Maintains up-to-date mailing lists and provides mailing labels as necessary.
8. Distributes and routes mail appropriately.
9. Maintains subscriptions and files periodicals according to established retention schedule.
10. Work up to 10 hours weekly preparing APL holds messaging list, and pulling items.
11. Assists director with scheduling board meetings, preparing agendas and board packets, and posting minutes.

B. Support services for the system programs.

1. Helps with packing, unpacking, and labeling of materials for delivery to and from OWLSnet libraries.
2. Assists professional staff as requested, e.g., in calling the libraries or collecting and preparing materials for distribution.
3. Manages registration lists for continuing education workshops and computer lab classes.
4. Assists with photocopy, digital duplicating, and bindery work as requested and feasible.

C. Other related and assigned duties as required, including, but not limited to, the following:

1. Serves as staff's sunshine committee, buying cards, flowers, and other gifts as appropriate.
2. Monitors and acquires supplies for hospitality, CE workshops, and for staff use such as napkins, plastic cups, soda, coffee, and other necessities.

### **Desirable Background**

- General knowledge of library operations and procedures.
- Experience with accounting software.
- Intermediate Microsoft Word and Excel skills.
- Some Microsoft Access skills.

### **Requirements**

- High school diploma required; bachelor's degree preferred.
- Knowledge of office procedures and skills, including keyboarding, filing, and general office machines.
- Proficiency in using computers, including proficiency with Windows operating system, spreadsheets, word processing, email, and web browsing applications.
- Good interpersonal skills including the ability to communicate effectively both orally and in writing.
- Ability to organize and process details accurately.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
- Ability to sit for extended periods.
- Ability to sustain prolonged visual concentration and keyboarding activity.
- Willingness to work flexible hours.
- Willingness to participate in appropriate staff development and continuing education activities.
- Ability to lift 50 pounds and to push 4-wheeled carts loaded with tubs full of library materials.