

Outagamie Waupaca Library System

Position Description

Title: Office Assistant
Classification: Library Assistant

General Description:

The Office Assistant is responsible for sorting, labeling, packing, unpacking and distributing materials being prepared for delivery and routine office cleaning. This position assists with bindery and clerical work and performs other duties as time and skills permit, such as assisting other staff, running routine reports, answering the phone, organizing materials, filing, or running errands. The position functions under the supervision of the Director and is responsible for reporting regularly to the delivery coordinator. (The Administrative Assistant also serves as the delivery coordinator).

Specific Duties:

- A. Prepares library materials and supplies for delivery and distribution.
 - 1. Packs and unpacks materials being transferred from one location to another by the delivery service.
 - 2. Labels materials appropriately and accurately and removes labels no longer needed.
 - 3. Distributes materials to appropriate tubs, shelves, or carts.
 - 4. Fulfills supply orders for member libraries.
 - 5. Takes questions and problems to the delivery coordinator or Director for help.
- B. Regularly cleans office
 - 1. Keeps kitchen and restrooms clean and organized.
 - 2. Cleans or dusts surfaces and vacuums offices and hallways weekly.
 - 3. Empties wastebaskets and recycling bins.
- C. Assists with bindery and clerical work.
 - 1. At the request of the Web & Marketing Coordinator or Administrative Assistant helps with such bindery tasks as printing, collating, folding, stapling, button-making, cutting, padding, and making spiral-bound booklets.
 - 2. Helps unpack and put away newly arrived paper or supplies.
 - 3. Photocopies materials in a timely and accurate way, taking appropriate advantage of the copier's special features, such as sorting, stapling, and duplexing.
 - 4. Seeks help from Web & Marketing Coordinator when necessary.
 - 5. Logs completed print shop jobs in appropriate billing spreadsheets.
- D. Miscellaneous Tasks.
 - 4. Answers telephone when needed.
 - 5. Runs routine reports.
 - 6. Assists with basic database maintenance.

7. Assists with mailings or filing.
8. Helps Administrative Assistant set up for meetings and workshops.
9. Assists other staff when requested.
10. Other duties as appropriate and assigned.

Desirable Background

- High school diploma preferred.
- General knowledge of library operations and procedures.
- Keyboarding skills.

Requirements

- Ability to organize and process details accurately.
- Good communication skills, including telephone answering skills.
- Ability to memorize names of libraries and link them to appropriate geographical area of state and to the correct library system.
- Ability to follow directions accurately.
- Ability to lift 50 pounds and to push 4-wheeled carts loaded with tubs full of library materials.
- Physical tolerance for repetitive tasks.
- Dexterity in sorting materials quickly and accurately.
- Ability to operate office equipment competently, e.g., copier, paper cutter, spiral binding machine.