Library Administrative Associate IV Position Description

The Administrative Associate IV is the administrative support person for the entire Library and its operations. This person provides support for the Director and performs key financial, facilities, administrative, personnel, course and office management functions. The position is responsible for fiscal records, budget oversight, human resource duties (for librarians, classified staff, part-time, and student employees), and general office procedures. Assistance in other areas of Library operations, including assigned duties at public service desks, is required.

The Administrative Associate reports directly to the Director of Library Services. Specific duties include:

- Maintain the Library's Banner indexes on a daily basis, along with daily book-keeping, record-keeping for library expenditures, credit cards, payroll and cash management. Maintain accounts receivable and accounts payable in a number of library accounts.
- Track and reconcile the Library’s budget, including considerable decision-making on a day-to-day basis. Work closely with the Director on balancing and resolving budget issues.
- Work with colleagues on other campuses, vendors, library suppliers and others on fiscal matters, particularly when joint purchasing arrangements are in place.
- Gather, report and interpret data from Banner and other sources as needed by the Director, in spreadsheet or other format.
- Order and maintain supplies for the operation of all Library departments.
- Monitor cash receipts, deposits and other financial transactions.
- Assist in hiring, training and supervising workstudy student employees in the Library.
- Maintain and process all personnel paperwork, including payroll and workstudy awards.
- Ensure that daily office tasks are completed efficiently, including mail, photocopying, general telephone inquiries, filing, building maintenance, liaison with other campus departments and service areas.
- Staff the Reference Desk for 2-4 hours per week, with professional backup as needed. Some evening or weekend hours are required.
- Assist as needed in other areas of Library services. This may include opening or closing of the Library.
- Ensure that machines and equipment in the Library function well and act as primary contact with vendors, service personnel and Facility Services as needed.
- Provide support for the Director and others in maintaining schedules, making travel arrangements, managing facilities, and other administrative tasks.

**REQUIRED QUALIFICATIONS:**

- High school diploma or equivalent and at least 2 years clerical or administrative support experience
- Organizational skills and attention to detail, particularly in handling of statistical data and fiscal records
- Demonstrated ability to manage multiple budget lines and vendor accounts
- Strong computer skills, including MS Office and accounting programs
- Ability to gather and analyze data, evaluate solutions, and make recommendations
- Excellent interpersonal, written, and verbal communication skills
- Good public relations skills, including the ability to establish effective customer service and working relationships with employees, students, faculty, vendors, outside agencies, and the general public
- Ability to prioritize, work independently, and manage multiple projects concurrently

**PREFERRED QUALIFICATIONS:**

- Bachelors degree
- Work experience in a higher education environment
- Work experience in a library environment
- Working knowledge of Banner software or comparable information database