Administrative Coordinator

Employment Status: Full Time Non-Exempt
Work Schedule: Flexible hours may include evenings and weekends.
Vacation Level: 1
Pay Grade: H36

General Job Description:
The Administrative Coordinator provides essential administrative support to the staff in Administration, specifically the Library Director, Assistant Director, Business Manager, and HR Generalist. This role typically includes managing supplies, preparing documents and maintaining files, data entry and minutes taking.

The ideal candidate will be able to complete a variety of office support tasks using various software programs in a windows environment. They will be able to prioritize their tasks and complete them before the deadline, maintain confidentiality, and execute their work with a high degree of attention to detail.

Detailed Duties:
Daily Office Operations

- Monitors, purchases and stocks office supplies; receives and unpacks shipments and verify accuracy of order and condition.
- Collects, files and organizes office documents such as reports, invoices and confidential records.
- Maintains and organizes digital and paper files, including current/historical administrative and personnel files.
- Updates library Sharepoint Hub, website and other online communications.
- Gathers monthly statistical data and prepares reports. Tracks statistics that are used in the Illinois Public Library Annual Report.
- Plans, implements, and maintains staff recognition programs, including the coordination and distribution of recognition gifts.
- Replenishes office supplies including printers and copier toner and paper.
- Arranges for repair of office equipment.
- Communicates room setups to the Facilities Department, books library meeting rooms for staff training and meetings, and produces daily signage for community meeting rooms.
- Coordinates Library wide staff training and events

Business Operations Support

- Administers the library's records retention program and prepares records disposal certificates in accordance with applicable policies and procedures.
- Helps with the onboarding and set up process for new employees.

- Helps with bookkeeping, data entry and banking tasks, coin tower and cash register reconciliation, and accounts payable tasks.
- Drives to post office, bank or other local businesses to as required.
- Sorts and distributes mail and/or packages.
- Coordinates travel arrangements and logistics for Library staff as needed.
- Tracks and processes donations to the Friends & Foundation as needed.
- Assists in inventory additions and deletions tagging of capital assets for insurance purposes.
- Provides support for annual audit and other related tasks.

Board Meeting Support

- Sends communications to the Board in preparation of the monthly meeting and handles all administrative requirements such as posting agendas, minutes, legal notices and filings.
- Maintains and updates the Board of Trustees Sharepoint Site and the library's transparency webpage.
- Attends regular Board meetings, Board Committee meetings and other meetings as needed to take minutes.
- Attends continuing education seminars relating to job tasks and objectives.
- Performs other related duties as required.

Organizational Relationships:

- Reports to the Library Director and provides administrative support to the Business Manager, Assistant Director and HR Generalist.
- Is a part of the Administration Department, working with other members or departments as appropriate.

Qualifications:

- Two years of college level coursework, Associate's degree, or equivalent; Bachelor's degree or equivalent experience preferred.
- Have experience as an office assistant, secretary, clerk, or in another relevant administrative role.
- Be able to apply principles and practices of organization, planning, records management, and general administration.
- Be able to establish priorities, work independently, and meet deadlines as well as being able to pivot in order to meet an unexpected hiccup or a sudden deadline.
- Have excellent computer applications, Internet skills and working knowledge of office equipment.
- Present a neat and tidy workspace and appearance that reflects the Administration Department.
- Personable and friendly: able to communicate effectively with staff, vendors, and patrons in a courteous and efficient manner.

- Valid Driver's License: Position requires the ability to drive to post office, bank or other local businesses.

Physical Requirements:

- Sitting, bending, stooping and twisting to retrieve and place objects from place to place.
- Manual: able to operate computer keyboard, calculator and mouse.
- Visual: able to detect color coding, read documents and a computer screen.
- Communication: Fluent in English, both written and oral. Able to communicate with co-workers and others in person and over the phone.

ACKNOWLEDGEMENT

I understand this job description and its requirements and responsibilities required to fulfill the position. I also understand that the job functions may change as needs evolve.

_____ _____

Employee's Signature Date