

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

SENIOR LIBRARY OFFICE ASSISTANT

DEFINITION

Under general supervision, performs a variety of technical and administrative work for the Library Director; and does related work as required.

EXAMPLES OF DUTIES

Prepares invoices, bills, payroll/time sheets, and work orders; handles petty cash; prepares and processes purchase orders and invoices for payment; assists in the preparation and typing of annual department budget, tracks all library and book budget expenditures; prepares receipts and deposits for grants, private donations and miscellaneous revenues; maintains department files including personnel records, time sheets, payroll, vacation and sick leave records; orders and maintains library supplies for four library branches; tracks personnel step increases, action forms and performance evaluations; provides information and assistance to the public via telephone and in person; screens and routes telephone calls and visitors to the Library Director; compose, prepare and edit letters, staff and statistical reports; attends and transcribes minutes at library board meetings; provides lead direction to a library aide.

MINIMUM QUALIFICATIONS

Knowledge of: Appropriate business English including correct spelling, accepted grammar and punctuation and basic arithmetic, modern office methods, practices and procedures; alternative types of filing systems; proper business letter and report writing format; office machines and equipment including computers and word processing; general bookkeeping methods.

Ability to: Accurately perform basic clerical work; follow oral and written instructions; interact positively and cooperate with co-workers, respond politely to customers, work as a team member function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Three years of increasingly responsible clerical or technical experience.

Education: Graduation from high school or equivalent

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License: Possession of a valid Class C California Driver's License.

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