



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

EXECUTIVE ASSISTANT FLETCHER FREE LIBRARY

POSTING DATE: April 13, 2015

RATE OF PAY: \$20.17/hour

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: April 27, 2015

POSITION STATUS: Regular Part-Time 20 hours/week

CLASSIFICATION GRADE: 15

UNION: AFSCME

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

Reports directly to the library director and provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects.

ESSENTIAL FUNCTIONS:

- Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures. Run monthly financial reports for distribution and prepare analysis of accounts.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities regarding work flow
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Responds to requests and questions in a timely manner.
- Interface with departments and vendors regarding and processing administering accounts receivable and accounts payable; including purchase orders, invoices, and payroll.
- Responsible for ordering supplies for the library including but not limited to; processing vouchers, receive and verify supply orders with Library Director's approval of associated costs and develop and maintain ordering supply forms with required data needed to complete orders.
- Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Assist Library Director with budget preparation.
- Collect, confirm and process electronic timesheets and overtime.
- Prepare and coordinate deposit activities and perform all necessary account, bank and other reconciliations.
- Find and use accounting data to resolve accounting problems and discrepancies.
- Responsible for managing statistical tracking for the library.
- Update, verify and maintain accounting journals and ledgers and other financial records.
- Perform filing and general administrative tasks.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Associates Degree in business or office management or related degree highly preferred.
- Must have minimum 2-3 years relevant experience.
- Accounting and computer experience required.
- Ability to interact with co-workers and public in a professional and courteous manner.
- Ability to learn and use fully integrated automated library system.
- Strong working knowledge of computers, word processing, accounting software and automated library systems, and standard office equipment.
- Strong working knowledge of including but not limited to Microsoft, word, excel.
- Knowledge of Internet usage and email and standard office equipment.
- Ability to obtain a working knowledge of all department operations and procedures and relevant City policies.
- Ability to learn and interpret department policies and procedures.
- Ability to obtain working knowledge of all library departments, services, programs and of public library work.
- Ability to communicate to co-workers and general public effectively.
- Attention to detail and accuracy.
- Ability to sit and use computer workstation for extended periods of time.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.