JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Library Administrative Assistant</th>
<th>Civil Service:</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Library</td>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Library Director</td>
<td>Pay Grade:</td>
<td>NB Payscale</td>
</tr>
<tr>
<td>Location:</td>
<td>Marion Public Library</td>
<td>Overtime Status:</td>
<td>Hourly</td>
</tr>
<tr>
<td>Effect Date:</td>
<td>2/18/16</td>
<td>FLSA Status:</td>
<td>Non Exempt</td>
</tr>
</tbody>
</table>
• Ability to type at 60 words per minute

• The employee is expected to possess the cognitive ability essential for rational decision-making regarding operational needs and the problems of the position, as well as the psychological and emotional stability and capable of functioning and making decisions under high-stress situations. The employee shall not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

• The employee is expected to be able to hear, speak, read, write, and understand English and possess the interpersonal skills necessary to interact effectively with the public and other employees.

### QUALIFICATIONS
- High school graduation and office management/secretarial experience are required.
- Completion of additional course work in secretarial or business practices is preferred.
- Public library experience is preferred.
- An equivalent combination of training and experience may be acceptable.

### WORKING CONDITIONS

*List working conditions for this position:
- Works in an office environment
- Works a standard work week
- May be required to work some overtime upon demand of workload

### REQUIRED BACKGROUND CHECKS

*List working conditions for this position:
- Sex Offender Registry
- Drug Screening
- Pre-Employment Physical