

# S P O K A N E   C O U N T Y   L I B R A R Y   D I S T R I C T

<b>Job Title</b>	Administrative Services Manager		
<b>Reports to</b>	Executive Director	<b>Supervises</b>	N/A
<b>FLSA/WMWA Status</b>	Eligible for overtime	<b>Remote Work Status</b>	Eligible for remote work
<b>Revision Date</b>	February 2025	<b>Compensation Band</b>	MP1
<b>Working Hours</b>	While The District will make a good faith effort to maintain regular, predictable schedules, employees are expected to be available to work a variety of hours; working hours are subject to change and employees are scheduled according to the needs of the District which may include days, evenings, and weekends.		
<b>Required</b>	Background & driver license check Washington State notary public license (must provide proof of active license or application within 30 days of employment)		

<b>Job Overview</b>
With supervision and oversight from the Executive Director, this position performs a variety of administrative services for the Board of Trustees, the Executive Director, and the Leadership Team.

Qualifications	
The ideal candidate will be able to build relationships at all levels, have five years progressively responsible administrative support experience, including two years at the executive level and experience working with a governing board.	
The District may accept an equivalent combination of education and experience in lieu of the above.	
Ability to	Analyze and use reasoning to logically solve problems and contribute to the solution of problems related to District services.
	Communicate effectively with staff, customers, and members of the public
	Establish and maintain effective working relationships with other employees, public and private officials, Executive Director, Board of Trustees and the public
	Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds.
	Follow directions and work quickly and accurately to meet deadlines.
	Gather and analyze data and prepare reports, memoranda, and other correspondence; accurately proofread written materials
	Handle multiple project assignments and meet deadlines
	Interact in a professional and respectful manner with staff and customers, demonstrating positive customer service behaviors
	Interpret, apply, and support District-wide policies, procedures, and services.
	Maintain confidentiality
	Model behavior for high levels of service.
	Organize and maintain records and files
	Travel to a variety of locations to perform work and/or attend work-related meetings and trainings.
	Use initiative, problem-solving skills, and sound judgement
	Work with and troubleshoot office machines, such as copiers
Knowledge of	Alphabetic, numeric and/or alphanumeric order
	Dewey Decimal system of classification
	Library services and resources
	Microsoft Office and other software applications such as Adobe Acrobat
Other	Valid driver license and required insurance when operating a privately-owned vehicle for business purposes.

**Job Duties**

*The duties listed are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Serves as confidential assistant to the Board of Trustees, the Executive Director, and the Leadership Team; takes minutes and prepares permanent, binding record of Board meetings; conducts follow up on board actions as necessary; Ensures approved Board resolutions are filed with the appropriate agency in a timely manner. Proofreads and edits drafts of proposed policies and procedures; edits, assembles and distributes the materials packet for the monthly Board of Trustees' meetings.

Performs administrative duties such as composing letters and memoranda; writing/editing reports and other correspondence as necessary.

Serves as the building manager for the District's administrative offices.

Organizes and maintains the District's central file system; performs archiving and records retention activities using the Washington State Records Retention Schedule; maintains files of current District policies and procedures, Board of Trustees' actions, and meeting background materials.

Maintains accuracy of information posted on the District's website and the staff Intranet for Administrative and Board of Trustees sections; including policies and procedures; ensures updates are posted as needed.

Serves as:

- The District's public records officer and develops, manages, and executes procedures to ensure the District's compliance with the Washington State Public Records Act.
- The District's point of contact with government agencies and other entities.
- Notary public for District business.

Enforces the Code of Conduct

Works to resolve internal and external customer issues effectively and with a customer-first mentality; refers to other departments or staff as necessary.

In addition, this position may:

- Clean & disinfect individual and common work areas.
- Perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other duties as needed or as directed.

**Work Environment**

Work is performed in an office environment.

The noise level is usually low.

Work may be performed outdoors and exposure to extreme weather conditions may occur.

**Physical Demands**

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift, or move up to 40 pounds and/or push and/or pull objects weighing up to 200 pounds on a wheeled cart or book truck.

**Psychological Demands**

Learn new tasks, remember processes, maintain focus performing repetitive duties, communicate with customers and other staff, interact with or witness interactions with individuals who may be angry, hostile, experiencing mental and/or physical health issues