

Position Description – Staff

Title:	Administrative Associate
Department:	Administration
FLSA Status:	Nonexempt
Employment Status:	Full time
Classification:	Library Support
Supervisor's Title:	Fiscal Officer
Positions Supervised:	None
Fiscal Responsibility:	No
Last Revision:	February 2026

GENERAL SUMMARY

The Administrative Associate provides administrative and financial support for Library operations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Skill in basic recordkeeping.
2. Skill in customer service.
3. Ability to maintain confidentiality.
4. Ability to work independently and with co-workers in a wide variety of situations with minimal supervision.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Always maintains respect for confidential information.
2. Prepares cash drawers, daily deposits, and monthly balance reports to the Fiscal Officer.
3. Orders and distributes office supplies and equipment for the Library.
4. Reviews invoices against packing slips, reports discrepancies, and processes payments.
5. Maintains inventory records of equipment and furniture for the Library.
6. Performs general clerical and office duties for the Administration department.
7. Provides support for payroll processing and related tasks.
8. Assists the Fiscal Officer with the maintenance and control of financial records.
9. Coordinates contracted maintenance services by working directly with internal staff and outside vendors.
10. Trains staff in the use of general office equipment.
11. Oversees vendor purchases and services, including the procurement and retrieval of items from local vendors.

12. Supports marketing and communications activities through administrative and operational assistance.
13. Assists at the services desk as needed.
14. Performs light housekeeping as necessary to maintain a clean and safe environment.
15. Supports the vision, advances the mission, and embodies the core values of **Integrity, Equality, Service, Innovation, and Teamwork** of the Sandusky Library.
16. Complies with Sandusky Library's policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the position, including [but not limited to] work scheduling and attendance, customer service, use of Library property, technology use, personal conduct, and confidentiality.
17. Other duties as assigned.

POSITION QUALIFICATIONS

- Education: Associate's degree is preferred.
- Certifications or licensure: None.
- Years of relevant experience: Two or more years are required.
- Years of experience supervising: None.
- A valid driver's license, automobile insurance, and reliable personal transportation are required.

COMPETENCIES – STAFF

<ol style="list-style-type: none"> 1. Adaptability 2. Communication 3. Customer service 4. Innovative 	<ol style="list-style-type: none"> 5. Patron awareness 6. Organized 7. Problem solving 8. Teamwork
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PHYSICAL DEMANDS AND WORKING CONDITIONS

1. The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
2. The noise level in the work environment is usually quiet.
3. This position is performed in an office setting, although off-site meetings in various settings occur.
4. Lifting light objects up to 50 pounds and carrying them short distances [50 feet or less] is required. Pushing carts of library materials up to 150 pounds may be required.
5. Working irregular hours, including evenings and weekends, is not required.
6. Some local travel by personal automobile is required. Occasional overnight travel may be required.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description. Reasonable accommodations will be made for persons with disabilities covered by the Americans with Disability Act [ADA] in accordance with its requirements.