



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: FEBRUARY 8, 2019

CLOSING DATE: FEBRUARY 25, 2019

TITLE: ADMINISTRATIVE OFFICER II

GRADE: 10

DEPARTMENT: LIBRARY

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$17.14/HR, \$33,423/YR

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Acts as the personal assistant to administrative team at the Erie County Public Library, including the Director, Assistant Director, and District Consultant, and functions on an upper administrative level. Supervises the Executive Secretary/Office Manager. Participates as part of the Library Administrative team in long-range planning and analysis of library facilities, operations and services.

DUTIES & RESPONSIBILITIES:

- Works closely with the Library Executive Director and District Services Consultant to assure compliance with State standards for Library operations. Interprets regulations according to well-defined standards, and applies rules to a variety of work situations. Handles confidential transactions involving public library records, according to Pennsylvania statute.
- Screens phone calls and visitors, makes and cancels appointments. Receives complaints and requests for information and takes necessary action and composes and types replies. Analyzes special problems and determines solutions to give to director.
- Human Resources liaison for Library. Writes and interprets language of library policies and labor agreements. Maintains records and assures compliance of labor agreements Assists with recruitment and training of new employees.
- Supervises and evaluates the Executive Secretary/Office Manager and oversees all Business Office functions as they pertain to the Library.

- Does bookkeeping for special accounts. Assists in preparation of departmental budget and maintenance of same.
- Takes and transcribes dictation. Prepares and signs the supervisor's name of correspondence, requisitions and similar papers. Maintains control over incoming and outgoing correspondence, and composes correspondence on a variety of assigned subjects. Takes and transcribe dictation from board meetings and prepares reports and complex letters.
- Attends planning and collaborative meetings with administration and the public. Works with other community partners on developing grants, programs and policies.
- Performs other related duties as required.
- The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Thorough knowledge of modern office practices and procedures, business English, spelling and arithmetic. Knowledge of the functions, procedures, organization and the governing laws and regulations of the governmental unit involved. Ability to compose a variety of memoranda or letters with only general instructions. Ability to maintain complex clerical records and to prepare accurate reports. Ability to exercise good judgment, courtesy and tact in receiving callers in giving and obtaining information and in making proper disposition of problems. Ability to act as a liaison to other county departments, community partners and administrative staff. Ability to supervise a small staff of clerical workers or an individual supervisor. Typing and computer proficiency.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate or GED supplemented by eleven years' experience in a progressively responsible position in a related field or an equivalent combination of related education and experience.

CONDITION OF EMPLOYMENT:

The selected candidate will be pre-employment required to obtain, at their own expense, 3 forms of clearances, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing.