



JOB DESCRIPTION

Administrative Coordinator

SECTION: 02 PERSONNEL	POLICY NO: 02-10-1-1.2
DEPARTMENT: Administration	REPORTS TO: CEO/Chief Librarian
CLASSIFICATION: Permanent Full-time Non-Union	DIRECT REPORTS: NONE

JOB SUMMARY

Under the direction of the Chief Executive Officer and Secretary Treasurer of the Library Board, performs confidential administrative duties, maintains the financial records of the Library, is responsible for the maintenance of the payroll and benefit plans of employees, the functional guidance of routine facility operations, , and general office duties.

PRIMARY RESPONSIBILITIES

Business accounts management	Verifies and balances general ledger, accounts payable and receivable, revenue and expenditure statements, bank deposits, and trust funds. Handles purchase orders, receipts, petty cash, and manages supplies. Compiles data for annual regulatory reports such as provincial survey and audit.
Payroll management	In cooperation with City HR department, compiles payroll and benefits records. Administers health benefits and registers staff for corporate benefits including life insurance, short and long-term disability and pension plans. Tracks full and part-time hours, including regular, vacation, sick time, stat holiday, overtime, and bereavement leave.
General Office and Board support	Drafts letters, reports, and minutes of Board and staff meetings. Assists in the production and distribution of Board packages. In conjunction with Managers, responsible for scheduling staff. May participate on the Joint Job Evaluation Committee. May participate on the Joint Health and Safety Committee. May participate on other committees within the Library and the City of St. Thomas. Other duties as assigned.
Document retention and retrieval	Manages all library records and general files. Sets up and maintains corporate files, retrieves file records appropriately, and monitors /restricts access, purging/disposing of files in accordance with the library's retention policy.

	Provides guidance/instruction to all library staff on file systems organization and maintenance. Keeps library staff informed of policy/procedures updates.
Building Maintenance	Functional Guidance of caretaker staff and maintenance staff.

HEALTH & SAFETY

This position is required to act on behalf of the Corporation and shall ensure compliance with the duties of employers as described in the Occupational Health and Safety Act and Regulations and is responsible for the health and safety of Library employees and must ensure at all times that:

- a.) Employees work in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act, the regulations, and Library policies.
- b.) Employees use or wear the equipment, protective devices or clothing that the Library requires to be used or worn.
- c.) Workers are advised of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware.
- d.) Where so prescribed, workers are provided with written instructions as to the measures and procedures to be taken for protection of the worker.
- e.) Every precaution reasonable in the circumstances is taken for the protection of a worker.

EDUCATION AND TRAINING

Two year community college diploma in Business/Accounting, office administration, finance, public administration or related discipline, plus three years related experience.

EXPERIENCE REQUIREMENTS

Supervisory experience is an asset.

GENERAL REQUIREMENTS

Willingness and ability to travel locally and regionally.

SKILLS AND ABILITIES

- Must demonstrate advanced proficiency with word processing and spreadsheet programs.
- Must demonstrate proficiency with e-mail programs (including calendar functions), presentation programs such as PowerPoint, and document management programs such as SharePoint and/ or File Pro.
- Must possess excellent communication and organizational skills.
- Thorough working knowledge of administrative processes and protocol, records management practices, general office equipment operation, and accounts management.
- General knowledge of library functions, organizational/governance structures, legislative framework, and the public sector an asset.

PHYSICAL REQUIREMENTS

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| • Computer and keyboard usage | • Frequent sitting, standing |
| • Ability to concentrate | • Ability to accommodate multiple deadlines |

COMMITTS TO THE FOLLOWING CORE COMPETENCIES FOR THE POSITION

1. Financial Stewardship	Understands and utilizes established accounting practices and procedures. Understands and applies appropriate municipal, provincial and federal financial laws, regulations, policies and procedures.
2. Professional Standards	Maintains highest standard of accuracy. Understands privacy issues and protects user confidentiality. Organizes and prioritizes work to accomplish multiple objectives effectively and efficiently. Works conscientiously and without needing constant supervision.
3. Written Communication	Presents ideas clearly and effectively in written form. Edits, adjusting language or terminology to meet needs of the audience or as appropriate. Uses correct grammar, organization, and structure.

ENDORSES THE CORE COMPETENCIES OF THE ORGANIZATION

1. Strategic Orientation	Endorses the mission, values and vision of the library. Prioritizes work and aligns behaviours in accordance with the organization's set strategies, objectives and goals.
2. Customer and Public Service Champion	Displays a strong commitment to service excellence, understands service objectives, and recognizes diverse customer needs. Works collaboratively to develop consistent, superior, customer-focused service, ensuring patron needs are recognized and served.
3. Commitment to Learning	Recognizes the importance of continuous learning and seeking new learning opportunities to improve skill level and performance.
4. Communication	Communicates effectively using a variety of methods, with a variety of audiences and individuals from diverse backgrounds. Selects and applies the most appropriate and effective communication skills to meet situational needs.
5. Innovation	Questions existing methods, improves processes and recommends new perspectives and solutions. Seeks innovative advances in public library service from other libraries. Acts on creative ideas to make useful contributions to the library, and the community.
6. Values	Advocates universal access to information and ideas through free library service. Welcomes and values diversity. Champions the library on and off the job!
7. Collaborative relationships	Treats everyone with honesty, respect and fairness, building an environment of trust. Values differences of opinion and listens with

	openness and curiosity. Works as a team player, contributing to the overall success of the library.
8. DEI Competencies	<p>Actively champion St. Thomas Public Library's commitment to creating and maintaining an environment that is intentionally positive, inclusive, and affirming for all employees and library users, as described in STPL's Diversity, Equity, and Inclusion Policy.</p> <p>Contribute to a workplace culture that reflects St. Thomas Public Library's commitment to creating and maintaining an environment that is intentionally positive, inclusive, and affirming by modelling positive, inclusive, and affirming behaviour and communication.</p> <p>Influence others in a positive way, generating buy-in and enthusiasm for the DEI mission and mandate.</p> <p>Provide library service in a way that reflects St. Thomas Public Library's commitment to creating and maintaining an environment that is actively and intentionally positive, inclusive, and affirming for all employees and library users.</p> <p>Keep up to date with DEI strategies and best practices.</p>

SALARY	
Group # 4	Range: \$29.29 - \$36.62 (Jan 2023)

APPROVED: October 20, 2021		REFERENCE: Board Meeting, October 20, 2021
EFFECTIVE DATE: October 20, 2021	SUPERCEDES DATE: June 17, 2020	REVIEW DATE: October 2025