

LA LAW LIBRARY JOB DESCRIPTION

Title:	Administrative Technician, Education
Department:	Public & Legal Education
Focus:	Class management and administration
Reports to:	Director, Public & Legal Education
Position Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	3
Union Status:	Eligible for Representation
Effective Date:	October 25, 2023

Position Summary

The **Administrative Technician** provides support and administration for classes, programs and other projects and activities of the Public & Legal Education department. Responsibilities include scheduling, outreach and reminders, statistics, distribution of class and promotional materials. May serve as the initial point of contact for both internal and external requests.

Responsibilities and Duties

Program Administration and Management

- Provide administrative support for classes and programs, including scheduling, status updates and tracking
- Supports the execution and delivery of programs and services
- Coordinates preparation of promotional collateral including flyers and website postings
- Assists in event planning and execution, including registration, logistics, set-up, day-of support and staffing
- Maintain spreadsheets and tracking of programs, timelines and attendance, as needed
- Monitor class materials and documentation to assure compliance with partner and state bar requirements, library policies and safety requirements
- Assists with class registration
- Work with all departments to assure clear and consistent communication concerning programs and events
- Maintains and updates designated program-related administrative documents and records
- Conducts administrative-related communications with specific patron constituents, program providers and partners
- Participates in the tracking of best practices for the administrative operations of the department and recommends solutions to issues arising from unit operations

Department Operations

- Participate in meetings, record minutes and submit suggestions for follow up activities, as required
- Review, organize and maintain administrative files
- Assist with scheduling meetings, both internal and external
- Support the maintenance of library-wide, as well as departmental, policies and procedures
- Support efforts to manage historical records, develop and implement retention schedules and archive activities for administrative records
- Provide back-up support to maintain executive and staff schedules; monitor calendars and track appointments and meetings for department members
- Provide administrative support to facilitate attendance at professional meetings and conferences; prepare reimbursement forms as needed
- Prepare correspondence; draft letters and memoranda

Statistics

- Compile and archive statistics and assist with the development of special reports
- Coordinate collection of monthly statistics
- Prepare monthly, quarterly and annual reports for management as needed
- Provide analysis, recommendation and options for data gathering

Other Responsibilities

- Participate in library-wide projects and programs
- Serve as a back-up to the Reference & Collections Team for other projects as directed
- Other duties as required

Position Qualifications

Required

- Minimum of two (2) years demonstrated administrative office, clerical or equivalent experience
- Associates degree or equivalent
- Effective written and oral communication skills
- Strong attention to detail
- Ability to take initiative, and to work both independently and as part of a team
- Ability to maintain confidentiality
- Excellent problem solving and interpersonal skills
- Ability to work under tight deadlines
- Proficient knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint)

Preferred

- Bachelor degree
- Experience in office management
- Experience working for a public agency
- Experience in a library or educational institution

Work Environment

Will be working in a busy office environment.

Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis.
- Sitting at a desk: short time, 30 minutes and/or medium, 60-120 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 120+ min. may be required.
- Extensive use of a computer, keyboard, and mouse.

Approvals

Immediate Supervisor

Date

Senior Director

Date

Human Resources

Date

Executive Director

Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

Distribution: Original - Human Resources, Copies - Supervisor, Employee