

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Office Assistant II - AmeriCorps**

Dept: **AmeriCorps**

Job Code Number: **10531**

Reports to: **Project Specialist - AmeriCorps**

Grade Number: **8, Non-represented**

Effective Date: **December 2005**

FLSA Status: **Non-Exempt**

General Position Summary:

Support the AmeriCorps literacy instruction services program on behalf of KCLS. Assist in the recruitment, training, and support of volunteer staff of the AmeriCorps grant.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Assist in the successful recruitment and selection of volunteers needed to provide literacy instruction through organizations requesting assistance.
2. Assist in the implementation of a training program for volunteers including: developing training program content, obtaining trainers, conducting general orientation, arranging for site-specific training and on-going training as a means of assuring that program objectives are being met.
3. Perform general administrative functions associated with supporting the voluntary staff including items such as tracking hours and file maintenance.
4. Provide general and specific support to volunteers and site supervisors as needed. Provide guidance and assistance to volunteers as needed.
5. Maintain records of activities for the purpose of grant compliance, program improvements, report preparation and expenditure recaps.

Secondary Duties:

1. Conduct incidental clerical duties associated with program activities.
2. Perform other related duties as required or as assigned.

Communication:

The position has contact with volunteers, site supervisors, AmeriCorps staff, and outside service providers. Contacts are occasionally made on the incumbent's initiative or are initiated by a third party. Frequently, contacts are made at the supervisor's request. Communications may contain confidential or sensitive information necessitating discretion.

Initiative:

The position is responsible for implementing policies and procedures that apply to the AmeriCorps program. The position works with established and known procedures (on general basis) and assures compliance with KCLS policies and government regulations. The position operates independently with regular supervision. Work is recurring with occasional variation from the norm. Decisions are typically made within specific organizational policy constraints and guidelines.

Accountability:

The position encounters regular interruption requiring some flexibility. The position foresees issues associated with own work and identifies future needs for supplies, equipment and resources. The Program Coordinator (Project Specialist – AmeriCorps), site supervisors, program participants, the business office and KCLS management regularly check work.

Leadership:

The position is responsible for acting in accordance with KCLS values within the work unit or department and as a representative of the organization to the public, AmeriCorps participants and site personnel.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED. A typical way of obtaining the knowledge, skills and abilities outlined above is through some higher education in education, social services or administration, and one to two years of AmeriCorps member experience; or an equivalent combination of training and experience to successfully perform the duties of the position.

Necessary Knowledge, Ability and Skills:

- Considerable knowledge of the principles of interpersonal relationships.
- Considerable knowledge of computer software and office equipment used in position.
- Considerable knowledge of English and math.
- Working knowledge of the AmeriCorps program, its purpose, its objectives and its operations.
- Working knowledge of program support.

Ability to:

- Effectively support volunteers to maximize their effectiveness.
- Facilitate group discussions and to make presentations.
- Apply interpersonal relationship skills in working with a variety of groups and individuals.
- Use diplomacy and tact to establish and maintain relationships with KCLS staff, volunteers, site officials and peers.
- Clearly and succinctly communicate ideas and thoughts both verbally and in writing.
- Communicate effectively with a diverse population.
- Maintain accurate and detailed records.
- Organize and prioritize multiple tasks.

Skill in:

- The use of office computer software and hardware, including Word, Excel and Access.
- Establishing and maintaining good relationships with the organizations served.
- Providing positive support to the volunteer workforce.
- Developing and training volunteer staff members.
- Effective verbal and written communication with a variety of individuals.

SPECIAL REQUIREMENTS

None

PHYSICAL DEMANDS

The position requires constant listening and use of visual senses. The position involves frequent sitting, keyboarding and talking.

WORK ENVIRONMENT

Work is performed in a normal office environment but the job incumbent may be required to travel to various sites in the execution of support function responsibilities and/or to maintain or build positive customer relations.

Advancement Possibilities:

The duties listed above are intended only as illustrations of the various 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.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Draft: 12/22/2005