Savannah State University
Position Description – Senior Administrative Secretary

POSITION DESCRIPTION

Position Title:	Senior Administrative Secretary	FLSA Status: Nonexempt
Reports to:	Library Director	
Department:	Library	
Date Prepared:	June 2003	

BASIC FUNCTION

Works closely with the Director providing administrative assistance by following established procedures and policies.

NATURE & SCOPE

Reporting to the Library Director this position maintains a level of confidentiality and protects the operation of the library. The position has the latitude to consider alternatives within well-defined procedures and precedents or supervision. The tasks that are undertaken are generally proceduralized or follow established precedents.

This position orders requested goods and services using allocated non-personal funds. A budget progress report is prepared monthly showing funds allocated, expended, encumbered, and available. The incumbent is responsible for insuring continued liaisons with assigned suppliers, customers and/or distributors.

Occasionally this position provides supervision and direction to student workers and the Acquisitions Library Assistant.

PRINCIPAL ACCOUNTABILITIES

- Manages the non-personal budget to ensure that the budget is not overspent. This includes placing and expediting requests for goods and services and verifying receipt.
- Audits copy machines weekly and submits funds collected for copies, lost books, interlibrary loan and copy cards to the Business Office.
- Schedules student workers to work and submits time sheets biweekly to Financial Aid and Human Resources.
- Files and retrieves needed information, and records various meeting discussions and distributes to attendees.
- Greets patrons in person or on the telephone and provides requested information and /or transfers call to the proper personnel.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires two years of college or vocational/technical school. Must have knowledge of office equipment and experience with word processing. Strong oral and written communications skills necessary.