



CITY OF EVANSTON
AN EQUAL OPPORTUNITY EMPLOYER

JOB OPPORTUNITY
FOR ALL QUALIFIED INDIVIDUALS



Posting Date: April 28, 2008

Closing Date: May 16, 2008

*Applications received after the closing date will be considered if the position is not filled.

Clerk III

Evanston Public Library (Administration) - \$35,997 - \$44,012/year

NATURE OF WORK

Under the direction of the Administrative Services Manager this position performs a wide variety of human resources and administrative functions, with an emphasis on preparing payroll, administering the hiring process, conducting employee orientations, managing employee records, administering the work-study program, and the collection, depositing and reporting of income. This individual will work with all Library staff, Human Resources staff, and Payroll staff, as well as provide routine clerical support as needed.

ESSENTIAL FUNCTIONS OF WORK (Specific assignment will include some or all of the following):

- Responsible for accurately processing and maintaining the Library's payroll, including: verifying and inputting timesheets; maintaining all payroll records including time-off records; error detection and correction; and distribution of paychecks.
- Assists in employment administration, including: posting job announcements; processing job applications; making job offers; sending letters to applicants; preparing personnel change documentation; helping staff with compensation, benefit or employment inquires; updating employee databases.
- Conducts initial employee orientation for new employees, including: the collection and processing of required documents; reviewing of staff policies, procedures, and expectations; interpreting personnel policies; responding to related questions.
- Manages work-study program, including: acting as liaison between work-study office, student workers, and supervisors; maintaining job postings; recruiting and interviewing student workers; processing timesheets and evaluations.
- Administers the Library's performance evaluation program, including: maintaining the evaluation schedule; distributing evaluation materials; processing completed performance evaluations.
- Maintains accurate and complete benefit accrual records and employee personnel files.
- Manages the Library's meeting room reservation system.
- Counts and reconciles daily revenue receipts. Maintains accurate financial records; prepares bank deposits for pick-up.
- Maintain Library's database of donors and mailing lists. Prepare solicitation letters and acknowledgement letters to donors.
- Answers telephone and provide routine information to customers, interviews customers as required. Greet and assists customers visiting in person in a positive and friendly manner.
- Manages petty cash system.
- Composes correspondence; produces signs and flyers.
- May perform other duties as assigned.

MARGINAL FUNCTIONS:

Open, sorts and routes incoming mail, answers correspondence, and prepares out-going mail.

MINIMUM REQUIREMENTS OF WORK:

- Possession of an Associates Degree; and at least two years of progressively responsible secretarial experience; or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job.
- Considerable knowledge of and ability to use word processing software, email, and Windows operating systems; Word/Excel/Outlook.
- Excellent customer service background and skill set.
- Excellent oral, written and interpersonal communication skills in dealing with individuals and groups at all levels.
- Self motivated, disciplined, organized, and reliable.
- Innovative, creative, resourceful and independent thinking.
- Ability to establish and maintain effective working relationships with a diverse group of individuals and staff throughout the City and outside of the organization.
- Ability to read, understand and interpret manuals, ordinances, policies and procedures, statutes, rules, regulations, journals, newspapers, memos, letters, reports, financial reports, and legal documents.
- Demonstrate thorough knowledge of modern office practices and procedures and the use of modern office machines and equipment, including proficiency with Microsoft Office Windows packages including Outlook.
- Working knowledge of business English, spelling, punctuation, as well as bookkeeping theories, and practices including office procedures as essential.

PHYSICAL REQUIREMENTS OF WORK:

The ability to work in a primarily sedentary position, with the ability to occasionally use force to exert up to 30 pounds. The ability to lift, carry or otherwise move objects, books, materials, etc. using up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

The employee is subject to inside environmental conditions: protection from weather conditions, but not necessarily from indoor temperature changes.

There are no environmental hazards associated with this classification.

SUPERVISION:

Under the direction of the Library Director and Administrative Services Manager this position is responsible for clerical duties including the preparation of typed correspondence and materials, scheduling appointments, providing routine or general information to library staff and/or incoming inquiries, establishing and maintaining confidential records. Employee may supervise work-study students. Performance is reviewed through observation, completion of projects, status reports, conferences and meetings. Guidance is provided through the City Code, departmental policies, City operating practices and procedures, and other resources as applicable to the specific project assigned. Work is evaluated at least annually with respect to problem-solving ability, customer service, research and analytical skills, written and verbal communication skills, and performance in accordance with this classification standard.

PUBLIC CONTACT:

The employee will have contact with the general public in city-owned buildings. The employee may need to respond to questions and complaints and provide general direction to the public; the employee has regular contact with other City employees in order to share information and complete work assignments.

SELECTION METHOD:

Structured Oral Interview
Qualifications Assessment

TYPE OF ELIGIBLE LIST:

2 Years

LIFE OF ELIGIBLE LIST:

Category Group

To apply for this position, please submit a cover letter and resume or a completed Employment Application form to Human Resources on or before the closing date.

***Send to: City of Evanston
 Department of Human Resources
 2100 Ridge Avenue
 Evanston, IL 60201-2798***

Chosen candidates will be subject to a qualifying pre-employment medical examination and drug/alcohol screen.

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Facilities Management Office at 847-866-2916 (voice) or 847-448-8052 (TTY).