

Executive Assistant

Department

Administration

Immediate Supervisor

Executive Director

Job Summary

The executive assistant is responsible for supporting and managing the day-to-day operations of the executive director and administrative duties for administration. This role serves as the first point of contact to the Executive Director, connecting organizations, projects and critical business information to the Executive Director, ensuring meetings and materials are efficient, effective and serves the library's needs.

Essential Duties and Responsibilities

- Coordinate and facilitate administrative activities for the library; analyses, creates, and prioritizes library's administrative functions to assist with daily operations of the library.
- Serve as the executive assistant to the library director in an efficient, communicative, and professional manner; serves as the first point of contact for executive library director and manages director's calendar and emails
- Acts as board liaison to Administration to include helping coordinate new members with appropriate municipalities, orientation, tours, lunches, and recording minutes.
- Maintain official records for board activities including minutes, resolutions etc. Is responsible for making these records publicly available on our website.
- Coordinate special projects and initiatives assigned by the executive director. Plan and organize library events, meetings, programs, including logistics, materials preparation, and coordination of attendees.
- Coordinate arrangements (registration, travel, reimbursements) for director's conferences, workshops, and professional memberships.
- Provide support to administration as needed to include but not limited to supply orders and creating Maintenance and IT tickets.
- Answer and direct phone calls and emails. Take messages or fields/answers all routine and non-routing questions including complaints, Askcals email, Nate's Direct Line and FOIA inquires.
- Type and design memos, charts, tables, graphs, business plans, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.

- Sort and distribute mail. Open mail for the Executive Director. Draft written responses and replies by phone or e-mail when necessary. Respond to regularly occurring requests for information.
- Collect and maintain voter registration statistics for the system and send them to the Secretary of State's office.
- Maintain contact lists for board members, vendors and community partners.
- Schedule and coordinate Coffee with Nate dates and record notes at meeting.
- Provide general support to visitors/patrons at front desk.
- Other duties as assigned.

Qualifications

- Bachelor's degree or a combination of experience and education in a specific skill area, e.g. data processing, clerical/administrative plus 3 years of related

Competencies

- Excellent interpersonal and communication skills (verbally and in writing)
- Ability to communicate clearly and courteously, and deliver excellent customer service to library staff, community members and organizations, board members and vendors
- Ability to handle confidential/sensitive information with discretion, tact, and diplomacy
- Ability to take initiative and exercise sound judgement and decision-making, while also keeping critical stakeholders informed and updated
- Excellent time management skills and the ability to prioritize work
- Excellent organization skills with the ability to multitask
- Accuracy and attention to detail in all areas, including proofreading and communication
- Ability to format and design library reports, spreadsheets, and other materials in an attractive, clear manner.
- Proficiency using Microsoft Office (i.e., Outlook, Word, Excel, PowerPoint, OneDrive), Adobe Acrobat, and common office equipment (e.g. scanners, printers, copiers, computers)

Working conditions and Physical demands

- Ability to perform office-related functions including extended concentration on a computer and typing capability, communicating by telephone and wireless communication devices
- Work includes prolonged sitting, standing, stooping, bending, and lifting/moving tables and chairs, as well as repetitive keyboard use
- Manual dexterity, clear speech, hearing acuity, and correctable vision are also required
- Must have reliable transportation to get to and from designated meetings

- Noise level is generally moderate but can be loud at times