



POSITION: Executive Assistant

POSITION SUMMARY

This is a professional position that provides a wide level of administrative and executive level support to the Library Director, Library Board of Trustees, and other Administrative staff. Duties will include administrative functions, scheduling, special event planning, and maintaining official records. The Executive Assistant manages donor relations, as well as oversight of the donor database, while creating and maintaining documentation and support for all library donations. This position also serves as the Secretary to the Library Board of Trustees.

WAGE: Starting at \$37,000

SCHEDULE: 40 hours per week

DEADLINE FOR APPLICATION: August 12, 2015

TENTATIVE START DATE: To be determined

PRIMARY DUTIES AND RESPONSIBILITIES:

Administrative Support for Library Director:

1. Provides primary administrative and information management support to Library Director to include creation and compilation of correspondence and documents, including confidential correspondence, reports, and other complex documents.
2. Produces, analyzes, reviews and distributes library reports compiled through internal databases for both recurring and targeted measures.
3. Organizes, compiles, and distributes PDL Board of Trustees meeting packets.
4. Maintains all official administrative library records.
5. Initiates and follows up on communications inside and outside of the Library at the Director's request.
6. Represents the Library Director in her absence at internal and external Library events and meetings.
7. Manages donor relations; provides oversight of donor database; creates and maintains appropriate documentation and correspondence.
8. Coordinates internal and external Administrative Team and Board of Trustees meetings and events to include facilities and catering arrangements, communications, and travel arrangements as needed.

9. Assists in the development and creation of grant proposals; manages grant provisions and requirements.
10. Assists in the preparation of meeting agendas, creation and distribution of supporting documents as needed.
11. Creates and publishes minutes of Staff and Administrative Team meetings.
12. Performs other duties as assigned.

Administrative Support for Library Board of Trustees:

1. Serves as secretary for Library Board of Trustees as described in Board of Trustees Bylaws.
2. Creates and publishes a record of the proceedings of all regular and special meetings of the Board of Trustees.
3. Posts public notice of all regular and special meetings of the Board of Trustees; sends proper notice of all regular or special meetings to members of the Board.
4. Drafts official correspondence for the Board of Trustees.
5. Maintains all official records of the Board of Trustees.
6. Coordinates regular and special Board elections activities.
7. Performs special projects and other duties as prescribed by law or by action of the Board of Trustees

Management of Administrative Office:

1. Performs administrative duties in support of Finance, Human Resources, Marketing and other library departments as needed.
2. Participates in departmental meetings, library wide committees, and training opportunities.
3. Performs other duties as assigned.

REQUIRED QUALIFICATIONS AND SKILLS

- Bachelor's degree (B.A.) from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Demonstrates up-to-date computer and technology skills necessary for effective communications, completion of job responsibilities and provision of quality customer service.
- Demonstrates reliability by consistently arriving to work, meetings and appointments in a timely manner.
- Contributes to the improvement and success of the library by aligning work priorities with library vision, goals and strategic plan.
- Maintains a high degree of ethical behavior, integrity and respect for privacy and confidentiality of information.

- Ability to complete special projects while maintaining routine duties.
- Demonstrates working knowledge of PDL policies, procedures, and processes required within the organization.
- Ability to exercise initiative and independent judgment.
- Ability to convey ideas and facts using language appropriate to the audience and situation.
- Provides high quality services, processes, and programs while consistently seeking ways to improve outcomes and enhance service.
- Demonstrates strong public service orientation. Represents the library positively and professionally when dealing with staff, managers, vendors, colleagues and members of the public.
- Performs a wide range of tasks, responds to change in directions and priorities and accepts new challenges, responsibilities and assignments.

APPLY TO:

Robert Foti, Business Manager

Portage District Library
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Portage, Michigan 49002

(269) 585-8702

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(269) 324-9222 (fax)

Candidates should submit a Portage District Library application form, cover letter, and resume.

Please visit www.portagelibrary.info/about/employment_opportunities/ to view the complete Librarian Intern Job Description and to find a copy of the Portage District Library's application form.

Portage District Library is an Equal Opportunity Employer