

City of East Lansing
East Lansing Public Library
Executive Assistant to the Library Director
Job Posting

AVAILABLE POSITION: Executive Assistant to the Library Director

PAY RATE: \$20.50/hour

HOURS PER WEEK: 40 hours per week; salaried-exempt; at-will position; includes nights and weekends

Reports to: Library Director

FLSA Status: Exempt

The East Lansing Public Library (ELPL) is looking for someone who is dynamic, innovative, customer-service oriented, flexible and detail-oriented to be our Executive Assistant to the Library Director. This position requires a flexible schedule and someone with office management skills, a keen sense of administrative assistance experience, as well as someone who is adept at budgeting; accounting; event planning; collaborating; facilities/maintenance supervision; and customer service.

The East Lansing community is a great community to work in, and to collaborate with as it sits at the front door of Michigan State University and just east of the Michigan capitol. The library is a municipal library; however, it receives no funding from the City of East Lansing. ELPL is supported primarily by two one-mill levies. It serves a diverse community of nearly 50,000 residents. There is a large retiree population and university student population. ELPL is a single-building library system with a budget of \$2 million annually; 30 staff members, mostly part-time; a Maker Studio; and vibrant programming. The library received the 2017 State Librarian's Excellence Award for providing superior customer service. For more information about the library, visit www.elpl.org

Purpose:

Forty hours per week; fulltime, exempt status opportunity for an energetic, visionary and team-oriented Executive Assistant to the Library Director with experience in office management and library services; strong customer service commitment and collaboration. The Executive Assistant to the Library Director provides professional/technical administrative support to the daily operations of the Library requiring the use of judgment and discretion; proactive customer service for all ages; represents the library in the community; works as a liaison with area organizations; performs responsibilities related to the Library's activities and services including finance, budget administration, and purchasing processes; responds to members of the general public or internal customers regarding inquiries and assisting with accessing services and information; and provides highly responsible administrative assistance to the Library Director and executive management.

Required Qualifications:

- Bachelor's degree with major course work in public administration, business administration, or related fields.
- Three years of increasingly responsible experience in municipal administration, business management, or related field; public library experience preferred. Prior knowledge of budget preparation and accounts payable experience required.
- Excellent customer service skills.
- Extensive knowledge of computers and software applications.
- Knowledge of an online library automation system.
- Knowledge of services, activities and programs of the Library, and ability to coordinate, plan, market, set-up and conduct.
- Excellent knowledge and ability of record keeping.
- Excellent communication written and oral--English usage, spelling, grammar and punctuation.
- Knowledge of departmental procedures, policies, and rules.
- Thorough knowledge of accounting, budgeting and bookkeeping skills.
- Knowledge of modern office procedures, methods, and computer equipment.

- Ability to write business letters and prepare reports.
- Thorough knowledge of principles and practices of budget preparation.
- Interpret and apply departmental policies and procedures.
- Perform specific departmental functions that apply to assigned area of responsibility.
- Prepare clear and concise administrative and financial reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with internal and external customers.
- Follow all safety rules and regulations of the Library.
- Identify and respond to issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions.
- Maintain effective audio-visual discrimination and perception needed for:
 - *making observations*
 - *reading and writing*
 - *operating assigned equipment*
 - *communicating with others.*
- Maintain mental capacity which permits:
 - *making sound decisions and using good judgment*
 - *demonstrating intellectual capabilities*
 - *communicating clearly.*

License or Certification

Possession of a valid Michigan driver's license is required.

PHYSICAL DEMANDS

1. Ability to sit and use computer for extended periods and operate standard office equipment
2. Ability to lift and move up to fifty (50) pounds
3. Ability to push book trucks with up to 150 pounds of materials on them
4. Ability to perform repeated reaching, bending and squatting
5. Travel by automobile is required frequently

WORKING CONDITIONS

1. Majority of work performed in library environment and East Lansing community
2. Requires availability for extended hours as needed
3. Requires evenings and weekends
4. Requires participation and attendance at events and training

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with position, and is subject to review and change at any time in accordance with the needs of The East Lansing Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

APPLY: East Lansing Public Library
 Attention: Kristin Shelley, Director
 950 Abbot Road
 East Lansing, MI 48823
 kshelley@cityofeastlansing.com

Please fill out application at <https://www.cityofeastlansing.com/DocumentCenter/View/583/General-Employment-Application-PDF>; Include resume and cover letter

DEADLINE: Open until January 16, 2019 at 5:00 PM

EAST LANSING IS AN EQUAL OPPORTUNITY EMPLOYER. THIS POSITION REQUIRES A BACKGROUND CHECK.