

**CITY OF EAST LANSING
EAST LANSING PUBLIC LIBRARY
JOB DESCRIPTION**

AVAILABLE POSITION: Executive Assistant to the 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

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.

Essential Functions:

1. Provide complex administrative assistance in support of the Library and the Director; assist in establishing project tracking and provide summary of all departmental projects and programs.
2. Prepare, type, word process and proofread a variety of documents including general correspondence, reports, and memoranda; prepare and finalize other written communications including administrative policies, procedures, regulations and orders, library publications and the web site, and brochures as assigned; may assist in writing grants. Thorough knowledge of Microsoft Office suites necessary; develop charts, spreadsheets in Excel, Access and Word. Knowledge of library ILS systems, specifically Sierra preferred. Must be able to learn and use electronic databases.
3. Maintain a very high level of confidentiality.
4. Collect and compile information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present data.
5. Provide complex administrative assistance to the Director and other Department Heads; prepare various reports and distribute to appropriate managers and officials.
6. Coordinate and perform various financial activities including monitoring and submitting requisitions, establishing purchase orders, monitoring travel and training requests. Reconcile the cash register and equipment and make deposits with City, as needed.
7. Develop annual budget process in conjunction with Director; monitor expenditures and ensure adherence to department budget; gather data and input for annual budget.
8. Coordinate, arrange, set-up library programs and events. Knowledge of event planning.
9. Respond to citizen inquiries, complaints and service requests; forward requests to appropriate department/personnel; monitor status of requests.
10. Prepare and maintain employee personnel records and other pertinent forms; assist in new employee orientation.
11. Continuously provide quality, responsive, efficient and effective Library services; work with employees on the continuous improvement of Library services.
12. File documents, reports, and correspondence for the Library; maintain filing system; maintain records for department.
13. Schedule appointments and meetings; coordinate travel and lodging arrangements.

14. Order office materials and supplies; submit purchase orders; monitor inventory of supplies and materials; disperse funds for payment; insure that the best prices are secured.
15. Maintain the Meeting Room and the Conference Room schedules; handle all room reservations according to the established policy and provide room set-up information for the custodial and Library staff. Set calendar for all Library programs with Department Heads charged with programming.
16. Interpret information regarding Library policies, procedures, programs and services to the public.
17. Under direction from Library Director manage and coordinate the Library's Marketing and Communications department. Prepare materials to market Library services and programs. Develop communications for the Library. Assemble and coordinate teams of Library staff members to plan and complete marketing objectives.
18. As assigned, assist in the preparation of speeches and other presentations.
19. Assist in the acquisition of library materials by handling encumbrances and remitting payment by entering data into the online government management information system (New World); produce statistical reports as needed. Coordinate with Head of Technology Services to co-administer library materials budgets on the Library's integrated library system. Setup and monitor fund balances, produce reports and advise selection staff on progress of materials spending.
20. Oversee all library accounts on the online system (New World), and produce statistical reports.
21. Receive all gifts to the Library and ensure that donors receive appropriate and timely correspondence related to their gifts.
22. Compile, calculate, maintain and review departmental payroll; verify time sheets; investigate questionable data; process payroll.
23. Provide staff support to the Library Board of Trustees; attend and participate in group meetings; prepare agenda packets, notices, and mailings; take minutes.
24. Supervise contract custodial services; set schedules for custodians and review their performance.
25. Serve as department liaison for facilities; monitor all physical plant needs/concerns.
26. Serve as an assigned department liaison with other city departments, divisions and outside agencies; assist in negotiating and resolving sensitive issues.
27. Partner with other programming staff in the Library and City to develop and implement Library programs for the public.
28. Research and verify funds available for a variety of financial activities; monitor contracts to ensure timely completion and accurate payment schedules.
29. Assist in employee supervision, training and performance evaluation.
30. Provide staff support to an assigned department including serving as backup for various staff positions in their absence.
31. Perform related duties as assigned.

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.

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