

Executive Assistant

Reports to: Executive Director
Range: Non-Union, range \$49,020 - \$53,921
52-week position, 40 hours per week

Summary: The Executive Assistant provides complex and confidential liaison, communication, and administrative assistance to the Executive Director and the Executive Leadership team as well as the Board of Trustees, other agencies, library staff and the public. Must be well organized, flexible, and enjoy the challenges of supporting a team of diverse people and programs. The ability to interact with people in a public-facing environment sometimes under pressure, remaining flexible, proactive, resourceful, and efficient with a high-level of tact and confidentiality is crucial to this role.

Duties

1. Provides full executive support to the Executive Director and represent the Executive Director to the public through personal, telephone, and electronic communications.
2. Provides confidential secretarial, administrative and community relations support to the Executive Director, Board of Trustees, Executive Leadership team and other administrative personnel, working independently much of the time.
3. Manages office operations for the library. Develops office procedures, forms and designs and maintains both digital and physical filing systems. Drafts notes, minutes, correspondence, reports, and presentation materials; maintains mailing and contact lists and prepares mailings; proofreads and checks materials for accuracy; enters and maintains a variety of data in spreadsheets; tracks deadlines for reports and grants and assists in their preparation and filing.
4. Maintains Executive Director, Board of Directors and senior leadership team calendars; coordinates and attends meetings; takes notes and transcribes minutes; makes travel arrangements.
5. Serves as administrative assistant to the Board of Trustees, its officers and its committees. Under the guidance of the Executive Director, prepares and maintains all records required by law of a District Library Board.

6. Provides administrative support to the Friends of the Flint Public Library its Board, its officers and its committees as requested by the Executive Director.
7. Receives and screens visitors, emails and telephone calls, providing information and resolving complaints that may require the use of sound independent judgment and the interpretation of policies and procedures. Prioritizes these contacts for effective problem resolution and referral to the Executive Director or other appropriate staff when necessary.
8. Partners with the Programming and Events Coordinator on managing library meeting room use, including handling patron questions and requests and working with customers and caterers on meeting arrangements and setups. Backs up the Programming and Events Coordinator during absences.
9. Provides support to the Marketing and Community Relations Coordinator, as needed.
10. Assists Executive Director and Director of Finance and Human Resources with preparing and monitoring job postings, responding to applications, arranging candidate interviews and other pre-employment tasks.
11. Works collaboratively with other library staff on projects, grants, reports, research, and statistics.
12. Performs other duties as requested.

Qualifications and Job Requirements

1. This job requires a Bachelor's Degree, preferably in Business Administration, Liberal Arts or Education with a minimum of two years' experience holding a senior or executive office level position.
2. Ability to work effectively and independently with minimal supervision, multiple interruptions, deadlines, and fluctuating priorities.
3. A demonstrated commitment to excellent internal and external customer service and the ability to successfully work with people of all ages and backgrounds.
4. Ability to maintain confidentiality at all times.
5. Excellent command of Microsoft Word, Excel, PowerPoint, Publisher, and Outlook. Computer skills to effectively utilize library and business applications, file storage systems, and other digital media platforms. A demonstrated ability to self-learn new digital skills.
6. Demonstrated enthusiasm for an environment of constant change.
7. Ability to work a flexible schedule in order to prepare for and assist with meetings and events that may deviate from a traditional work schedule.
8. Ability to travel between related places of business as needed.
9. Physical ability to lift/carry materials weighing up to 50 pounds.

Working Conditions

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise; there may be some outdoor work.
2. May include out of county or out of state travel for meetings and conferences.
3. Work hours will be varied, including evenings and weekend hours.
4. Frequent sitting/standing in one position for extended periods of time.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.