



**Bexley
Public Library**

Bexley Public Library
2411 E. Main St.
Bexley, OH 43209
614-231-9709

EMPLOYMENT OPPORTUNITY

Position Title: Executive Assistant

Date of Posting: 2/10/17

Applications Due: Open until filled

Designated Position Hours: 30-35 hours/week; Negotiable at hire

Rate of Pay: \$22.83/hour – annualized salary

To Apply: You must complete an Application for Employment, which can be found online at www.bexleylibrary.org/employment. E-mail the completed application along with a copy of your cover letter and resume to employment@bexleylibrary.org. Your completed application should include contact information for three professional references.

- For this position, please also submit a professional writing (correspondence) sample, as well as an example of a report or presentation you have prepared that includes visual representations of information (e.g., graphs or infographics).

About the Library:

The mission of Bexley Public Library is to enlighten, engage, and inspire a community of lifelong learners. BPL is committed to providing exceptional library service in a dynamic, fun, and collaborative work environment. We build strong relationships with our patrons, community partners, and each other.

Schedule:

- Monday-Friday 8:30-3:30 (30 hours/wk) OR 8:30-4:30 (35 hours/wk)
- Some schedule flexibility is required to accommodate one Board Meeting per month and other meetings, occasionally

Summary of Position:

The Executive Assistant provides administrative support for the Director and Board of Trustees. In addition, this position serves as the office manager for the administration department and is the first point of contact for vendors, residents, and other visitors both on the phone and in person. The Executive Assistant is also responsible for providing clerical support to the members of the administrative team including Finance, HR, and Advancement and Community Relations. Duties include but are not limited to: preparing Board packets and taking official minutes; providing scheduling, communications, and clerical support to the library director; tracking library statistics and preparing reports; preparing and tracking purchase orders; managing library supplies and monitoring related budgets.

Summary of Required Qualifications (See Job Description for a Complete List)

1. Bachelor's Degree from an accredited college or university and at least two years of experience in an executive level administrative support capacity; or an equivalent combination of knowledge, skills, training, and a minimum of five years' experience in an administrative support capacity.
2. Advanced proficiency in word processing, spreadsheet, and presentation software (Microsoft Office); high level of comfort navigating online environments and new software (e.g., donor relations database and integrated library system)
3. Excellent interpersonal, oral, and written communication skills
4. Ability to work well independently and as a member of a collaborative team; A strong desire to help support the work of others
5. Ability to identify and analyze problems, evaluate alternative solutions, and make sound decisions
6. Excellent organizational skills; ability to work accurately and with attention to detail
7. Ability to maintain confidentiality and use appropriate judgment and discretion in handling information and records
8. Valid driver's license and acceptable driving record. Access to a personal vehicle for use on library business to run errands, pick-up and deliver packages, etc., as assigned. Mileage reimbursement at current Board approved rate.

Preferred Qualifications:

1. At least one year of experience with finance, accounting, or related practices
2. At least one year of experience with personnel file management and/or support for Human Resources
3. Experience working with a Board of Trustees
4. Experience working for a public employer
5. Certification as a notary

Bexley Public Library is an equal opportunity employer.

Position Title:	Executive Assistant
FLSA Status:	Exempt
Reports to:	Library Director
Department:	Administration
Salary Range:	
Last Revision:	2/17

PURPOSE OF WORK:

Under general direction, the Executive Assistant provides administrative support for the Director and Board of Trustees. In addition, this position is responsible for providing clerical support to the members of the Administration team, managing the administrative office, and serving as the first point of contact for visitors.

ESSENTIAL POSITION FUNCTIONS:

1. Provides preliminary contact with general public and office visitors; represents the library and Library Director with vendors and patrons; screens calls and visitors for Director and other department employees
2. Provides scheduling and administrative support for the Library Director; drafts correspondence for the Library Director, as needed
3. Manages the administration office and is responsible for related functions such as ordering, inventorying, and distributing supplies building-wide; monitors relevant budgets
4. Provides outstanding customer service; maintains good relationships with library staff, the community, vendors, and the media
5. Maintains files (electronic and paper)
6. Prepares reports, forms, presentations, and other visual displays of information for the director and the Board, as needed
7. Supports administration staff on routine and special projects in finance, human resources, and donor relations, including but not limited to the following:
 - a. Serves as purchasing agent, *pro-tem* and assists the Fiscal Officer with purchase orders, invoices, cash handling, and other basic finance and accounting activities; monitors relevant budgets
 - b. Supports the Human Resource Generalist with record-keeping and onboarding new employees
 - c. Maintains donor database and manages correspondence for the Director of Advancement and Community Relations
8. Coordinates all Board and Committee meetings and other special events; oversees logistics including legal notices, room set-up, refreshments, agenda, and Board packet preparation and distribution; attends Board meetings and takes and maintains official minutes
9. Updates, maintains, and distributes library policy manuals, procedures, and other official documents as needed

Bexley Public Library
Position Description

10. Maintains library statistics and other records; completes statistical surveys and questionnaires
11. Coordinates the scheduling of public meeting rooms and ensures effective communication with staff and patrons regarding meeting room use
12. Registers staff and makes travel arrangements, as needed, for employee professional development
13. Performs additional duties as assigned including providing support for library programs and events, serving on task forces or committees, etc.
14. Demonstrates a positive attitude and supports library goals and objectives
15. Responds to patron questions and situations in accordance with library policy and in a professional manner that enhances the reputation of the library as a public service organization
16. Other duties as assigned

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university and at least two years of experience in an executive level administrative support capacity; or an equivalent combination of knowledge, skills, training, and a minimum of five years' experience in an administrative support capacity.
2. Advanced proficiency in word processing, spreadsheet, and presentation software (Microsoft Office); high level of comfort navigating online environments and database management software (e.g., donor relations software, and integrated library system)
3. Excellent interpersonal, oral, and written communication skills
4. Ability to work well independently and as a member of a collaborative team; a strong desire to help support the work of others
5. Ability to identify and analyze problems, evaluate alternative solutions, and make sound decisions.
6. Excellent organizational skills; ability to work accurately and with attention to detail
7. Ability to maintain confidentiality and use appropriate judgment and discretion in handling information and records
8. Valid driver's license and acceptable driving record. Access to a personal vehicle for use on library business to run errands, pick-up and deliver packages, etc., as assigned. Mileage reimbursement at current Board approved rate.

PREFERRED QUALIFICATIONS:

1. At least one year of experience with finance, accounting, or related practices
2. At least one year of experience with personnel file management and/or support for Human Resources
3. Experience working with a Board of Trustees
4. Experience working for a public employer
5. Certification as a notary

PHYSICAL DEMANDS:

Ability to sit and use a computer for extended periods and operate standard office equipment, daily

Ability to lift and move up to twenty (20) pounds, occasionally

Travel by automobile is required, occasionally

WORKING CONDITIONS

Majority of work performed in general office/library environment

Requires availability for extended hours as needed

May requires evenings and/or weekends

Requires periodic participation and attendance at events and trainings

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

Signature: _____

Date: _____