

# JOB DESCRIPTION

**Job Title:** Executive Assistant

**FLSA Status:** Exempt

**Salary Grade and Salary Range:**

**Grade 104 Hiring Range:**  
\$54,903.75 - 65,884.50

**Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.**

## Job Overview

The Executive Assistant provides high-level administrative and operational support to the Library Director and Administrative Team, reporting to the Administrative Operations Manager. This position serves as a central coordination point for executive scheduling, records retention, purchasing and inventory processes, and Library Board support activities. The role requires exceptional organizational skills, discretion, attention to detail, and the ability to manage multiple priorities in a collaborative public service environment.

APPLICATIONS ACCEPTED UNTIL 5:00PM JUNE 13,2026

## Essential Functions

### 1. Executive and Administrative Support

- Provide comprehensive administrative support to the Library Director and Administrative Team.
- Coordinate calendars, meetings, appointments for the Library Director.
- Prepare correspondence, reports, presentations, agendas, and other administrative documents.
- Maintain confidentiality regarding personnel, organizational, and operational matters.
- Assist with Library Board meetings, to include scheduling, room setup, technology preparation, and material distribution. Meetings could include regular meetings, special meetings, and work sessions, with weekend meetings as needed.
- Schedule meeting spaces and coordinate logistics, including the setup and cleanup of meeting rooms and dining orders/delivery, for various library meetings.
- Accept deliveries, manage inventory, and distribute items to appropriate staff members across all three facilities.
- Help coordinate travel as needed in special circumstances.
- Assist library leadership with administrative support and special projects as requested.

### 2. Purchasing and Inventory

- Works closely with the Administrative Operations Manager to manage a significant portion of the library's purchasing and procurement activities.
- Process purchase orders, invoices, and vendor communications.
- Track and maintain inventory records for administrative and operational supplies.
- Coordinate with vendors and staff to ensure timely purchasing and accurate inventory management.
- Monitor purchasing processes for compliance with organizational policies and budget guidelines.

### 3. Records Retention and Administrative Operations

- Coordinate and maintain the library's records retention processes in compliance with applicable policies and regulations.
- Organize, archive, and manage administrative records and documentation.
- Assist with development and maintenance of administrative procedures and workflows.
- Support departmental projects, tracking deadlines and deliverables.

## JOB DESCRIPTION

- Maintain organized digital and physical filing systems for administrative records.
- Maintain official board records, agendas, minutes, and supporting documents in accordance with library policies and public records requirements.
- Works closely with the Administrative Operations Manager to assist in overseeing the management of files as outlined in the library district's Record Retention Policy.

#### **4. Cross Collaboration**

- Works closely with the Library Director to provide daily support that includes scheduling meetings and events, maintaining all calendar needs, assisting with board packets, and addressing administrative needs.
- This position will also work and communicate closely with the Administrative Operations team on administrative and project work.

#### **5. Other duties as assigned.**

*Incumbents will be required to work evenings and weekends, be on call, and travel to external events.*

**I**

## Autonomy

Guidelines and results of work are defined. Determines how to accomplish tasks and provides updates to the supervisor.

## Supervisory Responsibility

No supervisory responsibilities.

## Education and Experience Required

- Associate's degree and at least two to three (2-3) years of progressively responsible administrative, executive support, or office management experience; or an equivalent combination of education and experience in an administrative or coordinator role, preferably in an office or library environment.
- Three (3) years of professional experience providing high-level support to executives, directors, managers, or other leadership staff, strongly preferred.

## Knowledge, Skills, and Abilities

- Excellent attention to detail, accuracy, and follow-through in managing data, records, and departmental documentation.
- Demonstrated professionalism, discretion, and high degree of confidentiality while handling sensitive information.
- Proficiency with office software, particularly in Google docs and sheets, online event registration platforms, and shared document systems.
- Ability to work independently while supporting a collaborative team environment.
- Comfortable managing online ordering systems, tracking budget codes, and ensuring fiscal accuracy.
- Ability to establish and maintain effective working relationships with staff, vendors, Board members, and the public.
- Clean MVR and valid driver's license and ability to run local errands as needed.
- Highly discreet, with a strong ability to maintain professionalism and trust.

## Work Environment

Position may require being up and moving around Library locations and, at times, stationary at work station. The job requires stooping, bending, squatting, and stretching. Occasional lifting, up to 25 pounds may be required. Required to use motor coordination with finger dexterity (with keyboard, shelving), eye-hand coordination, data entry, and computer use for accessing information. Should be conscious of appropriate ergonomics and workstation setup.

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required of the job.