

**Executive Assistant – Library**

**DISTINGUISHING FEATURES OF THE CLASS:** This is difficult supervisory, administrative, personnel and financial work performed in the City's Public Library. The incumbent is responsible for the supervision of non-librarian staff. The incumbent serves as the assistant to the Executive Library Director and the Library Board of Trustees and performs the personnel functions of the Library, including payroll, correspondence, and reports. The Executive Assistant supervises employees under the direct supervision of the Executive Library Director and assists the Director in grant writing, long-term goal setting, policies and procedure. The Executive Assistant, with the Executive Library Director, is responsible for marketing library services. In the Executive Library Director's absence, the Executive Assistant represents the Library.

**TYPICAL WORK ACTIVITIES:**

Acts as Director in the absence of the Executive Library Director, following established policies and procedures.

Manages day to day operations of the Maintenance Department, Circulation Department, Finance Department and all other non-librarian staff. Responsible for monitoring overall work performance.

Manages Maintenance Department including monitoring work performance using checklists, calendars, meetings and other work as needed.

Manages Circulation Department by meeting with the Circulation Supervisor, viewing scheduling, and performance of staff. Works closing with the Circulation Supervisor when hiring new staff by assisting with the interviewing process.

Manages Finance Department. Creates efficient workflow, works with City for purchasing of supplies and communication of financial information to the Executive Library Director and Board of Trustees.

Facilitates all City transfers of payments owed to the Library.

Manages Payroll by using of the City's computer system.

Assists Executive Library Director with recruitment, interview and selection process for all staff.

Responsible for the preparation of the Annual Library Budget and updates along with Financial Clerk and Executive Library Director.

Assists Executive Library Director with the gathering of information for all grant writing. Also, monitors the closeout of all grants to assure proper information is presented.

Creates monthly schedules for Administration and Professional Responsible in Charge (PRC).

Creates Library Board and Dunlap board meeting report packets. The incumbent will also be responsible for the recording of minutes for these meetings.

Compiles statistical reports for city, state, local governments and other agencies.

Monitors expenditures and recommends changes to budget allocations.

Works with the Director, Attorney and Board to make sure all policies and procedures are current.

**PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Proven ability to manage employees, excellent public relations skill, excellent knowledge of business procedures; experience with marketing; knowledge of library payroll rules and procedures; skilled in organization of responsibilities for self and others necessary to set priorities and insure efficient workflow; respect for confidential information; understanding of general bookkeeping and accounting techniques; thorough knowledge of budgets; a high degree of accuracy in personnel and payroll work; ability to display initiative; a working knowledge of the library's mission, goals, policies, and procedures administrators; excellent command of the English language (written and verbal); ability to multi-task and adapt to changing and competing needs.

**MINIMUM QUALIFICATIONS:**

- A. Bachelor's degree and a minimum of three years of experience with automated accounting systems, preferably Peachtree or QuickBooks;

OR

- B. Associate's degree and a minimum of five years of experience with automated accounting systems, preferably Peachtree or QuickBooks.