

EXECUTIVE ASSISTANT

(Range 118)

DEFINITION

This is a professional, executive support position reporting to the Library District Executive Director. Incumbent performs varied, complex, and often confidential liaison and office administrative assistance to the Executive Director, Board of Trustees and associated staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Executive Director.

RESPONSIBILITIES:

Essential and marginal functions and responsibilities may include, but are not limited to the following:

1. Plans and coordinates all Trustee meetings; attends, takes and transcribes minutes.
2. Assembles packets of materials for all Board of Trustees meetings and ensures the Executive Director, Trustees and Executive Council have meeting agenda materials and supporting documentation in a timely manner; ensures packet material is also available for public inspection.
3. Creates and maintains a detailed calendar of events, meetings and other activities requiring the Executive Director's attendance; ensures the Director is cognizant of the calendar and has all required information and other materials for such functions.
4. Schedules meetings, makes travel arrangements and accommodations for the Executive Director, Board of Trustees and staff as assigned.
5. Represents the Executive Director at meetings or functions, and provides or obtains information.
6. Acts as the Executive Director's liaison with Board members and follows-up with various District staff to ensure problems, complaints and concerns have been addressed.
7. Performs and alleviates administrative duties for the Executive Director and members of the Board of Trustees.
8. Relieves the Executive Director of administrative matters by assigning and following-up on projects, transmitting information, and keeping informed of pertinent activities.
9. Prepares drafts, general correspondence, memoranda, agendas, minutes, reports and a wide variety of finished documents from stenographic notes, brief instructions or printed materials.
10. Creates database files, inputs and retrieves a variety of data and information and prepares reports utilizing a personal computer.
11. Proofreads reports, correspondence, forms and other related documents for accuracy, completeness, format, compliance with policies and procedures and appropriate English usage.

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12. Organizes own work, sets priorities and meets critical deadlines; ensures that such deadlines are met by other staff.
13. Researches and develops resources that create timely and efficient work flow; ensures that such deadlines are met by other staff.
14. Interacts extensively in person and over the telephone with District-wide staff and management, outside agencies, vendors and the general public.
15. Maintains office record keeping and filing systems, and a variety of statistical records.
16. Researches, compiles and summarizes a wide variety of informational and statistical data.
17. Sorts, reviews, assigns and prioritizes incoming and outgoing department mail.
18. Orders and maintains office supply inventory.
19. Provides for the maintenance of office equipment and follows-up on a variety of office administrative matters.
20. Receives and screens visitors and telephone calls, provides information and resolves complaints.

Marginal Functions:

1. Performs related duties and responsibilities as required.
2. Performs Notary Public functions in support of official Library District operations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Basic roll, structure and function of the Board of Trustees.
2. Pertinent State statutes governing public entities and boards.
3. Modern office administrative and secretarial practices and procedures.
4. Business letter writing and report preparation.
5. Record keeping and filing principles and methods.
6. Standard business arithmetic, including percentages and decimals.
7. Budgetary principles and practices.
8. Library District and department policies and procedures.
9. Library District terminology and functions.
10. Correct English usage, spelling and punctuation.

Ability to:

1. Quickly assimilate and apply new terminologies, information, and tasks.

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2. Be decisive in routine and non-routine problem solving in accordance with Library District policy and procedure.
3. Apply Library District and assigned department policy and procedure.
4. Type at a rate of 60 net words per minute from printed or hand written copy.
5. Take and transcribe notes using modern dictation techniques.
6. Accept and manage change and maintain flexibility.
7. Work quickly and accurately, and maintain a high degree of confidentiality.
8. Work both independently and as part of a team.
9. Perform multiple tasks concurrently.
10. Maintain fiscal and complex clerical records.
11. Generate accurate reports.
12. Communicate clearly and concisely, both orally and in writing.
13. Serve customers with patience, tact and courtesy.
14. Maintain effective working relationships with those contacted during the course of work.
15. Understand and follow oral and written instructions.
16. Maintain the mental capacity for effective interaction and communication with others.
17. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
18. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. Use of personal computers and associated software.
2. Use of library and general office equipment.

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Training and Experience:

Associate's Degree in Business Administration, Secretarial Science/Office Management, or a closely related field required. At least four (4) years of secretarial experience which includes providing office and administrative support to management level staff required; or an equivalent combination of education, training and experience. Typing skills, dictation skills, word processing and computer skills required.

License, Certificate, or Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Possess or have the ability to obtain and maintain a Notary Public commission issued by the State of Nevada at the time of hire.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing, walking, and frequent light lifting (5-10 pounds); occasional moderate lifting (12-20 pounds); bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require visual perception, audio perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

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| FLSA: | EXEMPT |
| CBA: | NOT COVERED |
| DEVELOPED: | DECEMBER 3, 1998 |
| REVISED: | DECEMBER 8, 1999 MARCH 10, 2006 AUGUST 13, 2012 MARCH 13, 2018 |