**JOB DESCRIPTION**

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**Position**: Administrative Assistant

**Reports to:** Executive Director

**JOB SUMMARY**

. This is an advanced administrative support position for the Executive Director. The work requires the exercise of initiative, sound judgment, and discretion in the performance of duties. The employee needs to maintain appropriate confidentiality of all information, correspondence, and reports.

**DUTIES AND RESPONSIBILITIES**

1. Supports work of the Library Board of Trustees under direction from the Executive Director. Prepares and publishes meeting agendas, board packets, and makes all meeting arrangements. Assures Board members receive meeting information in a timely manner. Serves as assistant to the Library Board, attends Library Board meetings, takes notes, and prepares Board minutes. Schedules appointments and arranges meetings for the Executive Director and Board members.
2. Assists the Executive Director to carry out library activities as needed. Coordinates Executive Director’s schedule by arranging meetings, preparing materials, and coordinating details. Prepares Director’s Report by compiling statistics, reports from Managers and Head Librarians, and other essential information.
3. Prepares various correspondence and reports on behalf of the Executive Director, responds to survey and information requests and assists Management as needed.
4. Updates Board policies, Board-related materials, and the Director’s Report on SharePoint.
5. Serves as initial point of contact for Library Administration. Receives, screens and routes phone calls, assists walk in visitors and answers questions from Board members, community members and others.

**QUALIFICATIONS**

* Possession of a Bachelor’s degree or its equivalent.
* A minimum of four years of progressively responsible clerical experience.
* Effective written and verbal communication skills; excellent interpersonal skills; ability to work courteously, effectively, confidentially, and tactfully with patrons, Trustees, outside organizations and groups, staff, and volunteers especially in relation to matters of major policy or managerial concern.

 *The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*