



Executive Assistant

<i>Accountable To</i>	Director
<i>Supervises</i>	Substitutes, Volunteers
<i>Hours & Benefits</i>	30 - 40 hours per week; PERSI retirement benefits; health insurance; vacation and sick leave.
<i>Status</i>	Non-exempt

The Executive Assistant provides administrative, technical, and clerical support for the Library Director. This position requires a broad knowledge of library policy, operational needs, program development, and patron services. The Executive Assistant requires broad discretion in handling confidential information.

Essential Jobs Tasks

- Supports the work of the Library Director. Screens incoming calls, mail, visitors, and meeting requests. Manages Library Director's calendar. Communicates information on behalf of the Director as needed.
- Maintains knowledge of current library trends and develops services that reflect the needs of the community.
- Prepares routine and confidential correspondence. Receives, redirects, and responds to a variety of general and confidential inquiries from citizens and employees; assists in coordinating responses.
- Establishes and maintains effective working relations with PRLD staff, elected officials, County employees, and the general public.
- Assist in grant implementation, record keeping, and reporting.
- Creates positive experiences for library guests and internal customers; presents a positive image of the library in attitude, communications, and appearance.
- Assist in the development, implementation, and record-keeping of district-wide initiatives.
- Performs special projects as directed by the Library Director.

- Order standard district supplies. Inventories, maintains, orders, and distributes library supplies as needed.

Patron & Staff Assistance

- Maintains a positive, courteous, and friendly attitude toward all patrons and colleagues.
- Safeguards confidentiality in all matters relating to patron and staff information, and district office information and records.
- Understands follows and enforces all policies and procedures of the library district accurately and efficiently.
- Acts as a resource for branch personnel on matters related to district policies and procedures, library systems, and VALNet consortium processes.
- Sets the standard for exceptional service to all library patrons, both internal and external.

Additional Responsibilities

- Attends district board, VALNet, and training meetings as requested by the Director.
- Supervises volunteers and staff as required.
- Catalog grant-related items and maintain circulation records as required.
- Assist in KOHA administration, troubleshooting, and management.
- Performs other related duties as assigned.
- Assists in district marketing and promotional efforts.
- Drive and provide services from the Prairie River Library District Mobile Library on an as needed basis.

Abilities, Skills, and Knowledge

- Skilled in organizing, managing, and motivating people.
- Possesses excellent oral and written communication and customer service skills.
- Ability to work independently, with attention to detail and accuracy.
- Ability to work varying shifts including evenings and weekends as required.
- Working knowledge of technology, software, and information systems.
- Strong experience utilizing computer applications for word processing, spreadsheets, presentation software, and database management
- Basic budget and accounting skills.

Experience and Training (Required)

- High school diploma or equivalent.
- Supervisory experience in a customer service setting.
- Experience with and knowledge of technology, software, and information systems.
- Experience with KOHA ILS or other collection management programs.
- Experience working as a liaison with partner groups.
- Valid Driver's License with an acceptable driving record.

Experience and Training (Preferred)

- Associate or Bachelors degree in information sciences, business, or operations management.
- Experience with KOHA ILS.
- Knowledge of library materials, methods, and practices.
- Experience in library programming, programming, or event coordination for all age groups.
- Experience with the VALNet consortium.
- Previous Library Experience.
- Grant writing and management experience.

Working Conditions

- Physical activities in this position include sitting and standing for extended periods, reaching overhead, bending at the waist, and moderate lifting up to 35 pounds.
 - Ability to work in a confined environment with fluctuating temperatures.
 - Competency in reading, writing, and speaking English is required.
 - May occasionally be required to work outside of regular business hours, including nights and weekends.
 - Vision must be adequate to read spine labels on top and bottom shelves and computer screens.
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