

TITLE: Executive Assistant, Capital Projects

COMPANY: LA Law Library

FULL/PART TIME: Full Time

SCHEDULE: 8AM – 4:45PM, Monday-Friday

SALARY: Commensurate with experience plus excellent benefits.

ABOUT LA LAW LIBRARY

LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information. In addition to acting as the curator and cultivator of a superior collection of legal resources comprised of nearly one million volume equivalents -- including one of the nation's largest foreign and international law collections, LA Law Library serves as a gateway to legal information and a navigator facilitating access to the legal system for those who do not have or cannot afford legal representation.

Our staff serves more than 50 thousand patrons annually, both nationally and globally, and the number continues to grow daily as new programs and workshops are developed with the assistance of our many partners to provide innovative legal research technology and services.

POSITION INFORMATION

The LA Law Library is currently seeking an Executive Assistant, Capital Projects within its Administrative department. This position provides support and administration for capital projects and other projects, programs and activities of the Executive Management Team. Provides back-up for specific aspects of human resources and other support and assistance to the Executive Management Team. Position may serve as the initial point of contact for both internal and external services.

RESPONSIBILITIES AND DUTIES:

Responsibilities are divided into the following areas: Capital Project Administration and Management, Executive Office, Board of Trustees, Human Resources, Statistics, and Other.

Capital Project Administration and Management

- Provide administrative support for capital projects, including vendor support, status updates to management and scheduling
- Maintain master spreadsheet and tracking of capital projects timelines, budgets and expenditures
- Assist with assembling contracts, timelines, specifications and other project documentation
- Assist with obtaining bids and support documentation
- Monitor vendor contracts and documentation to assure compliance with contract terms, library policies and safety requirements
- Work with all departments and vendors to assure clear and consistent communication concerning projects and progress

Executive Office

- Provide administrative support for management projects, programs and activities

- Participate in meetings and submit suggestions for follow up activities, as required
- Review, organize and maintain administrative files, including vendor contract files
- Support the maintenance of library-wide, as well as departmental, policies and procedures
- Support efforts to manage historical records, develop and implement retention schedules and archive activities for administrative and Board records
- Provide back-up support to maintain executive and staff schedules; monitor calendars and establish daily schedule of appointments and meetings for Executive team
- Monitor meetings; provide follow up for visitors and activities
- Support executive and professional staff meeting attendance
- Prepare reimbursement forms for Executive team
- Prepare correspondence; draft letters and memoranda

Board of Trustees

Provides back-up support as needed to:

- Maintain schedule for regular and special meetings
- Prepare meeting materials, including minutes, for ED approval and distribution to Board
- Prepare conflict of interest statement forms for distribution to required filers and timely submission of completed forms
- Monitor member terms; prepare appointment and reappointment correspondence
- Prepare new Board member orientation packets
- Maintain Board member contact information
- Monitor ethics training requirements
- Prepare update report for the Board of Supervisors (meeting attendance, annual reports, etc.)

Statistics

Provides back-up support as needed to:

- Coordinate collection of monthly statistics from all areas of the Library
- Prepare monthly, quarterly and annual reports for the Executive Director and Board of Trustees
- Provide analysis, recommendation and options for data gathering

Human Resources

Under supervision provides back-up support as needed to:

- Process new hires, retirements, and terminations
- Administer group benefits and retirement plans
- Coordinate annual open enrollment periods
- Serve as the Law Library's primary point of contact with the CalPERS retirement system.
- Administer leaves (including FMLA/CFRA, pregnancy, disability, etc.)
- Administer separations including retirements and unemployment claims
- Coordinate the recruiting process
- Process employment verification
- Coordinate employee awards and recognition with the Library Events Committee
- Maintain the HR database

Staff

- Support the monitoring of professional association memberships, including staff participation, list-servs, newsletters, and journals

- Manage travel and meeting schedules and reimbursement requests
- Participate in planning and preparation of quarterly all-staff meetings
- Provide input and assistance with intranet news, forms, calendars and other postings

Other Responsibilities

- Serve as a back-up to the Facilities Team for other projects (including room rentals, special events, catering, etc.)
- Participate in library-wide projects and programs
- Assist other executive staff as needed
- Other duties as required

POSITION QUALIFICATIONS:

Required

- Minimum of two (2) years demonstrated office experience or equivalent
- Associates degree or equivalent
- Effective written and oral communication skills
- Strong attention to detail
- Ability to take initiative, and to work both independently and as part of a team
- Ability to maintain confidentiality
- Excellent problem solving and interpersonal skills
- Ability to work under tight deadlines
- Proficient knowledge of Microsoft Office 2010/2013 (Outlook, Word, Excel, PowerPoint)
- Basic knowledge of Adobe or other PDF create/edit software

Preferred

- Bachelor degree
- Experience in a confidential position
- Experience in office management
- Experience working for a public agency
- Knowledge of executive office best practices

WORK ENVIRONMENT

Will be working in a busy office environment.

PHYSICAL ABILITIES REQUIRED

- Lifting ability: Light, under 15 lbs. on a regular basis.
- Sitting at a desk: short time, 30 minutes and/or medium, 60-120 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 120+ min. may be required.
- Extensive use of a computer, keyboard, and mouse.

BENEFITS

LA Law Library currently offers a comprehensive benefits package including California Public Employees Retirement System (pension program), choice of 10 medical insurance plans, dental and vision insurance plans, paid leave accruals, 13 paid holidays, life and long-term disability insurance, 457 Deferred

Compensation plan, Flexible Spending Account (FSA); as well as a transportation allowance/reimbursement program for using public transit or free parking if you drive.

EQUAL OPPORTUNITY EMPLOYER

LA Law Library is an equal opportunity employer. It does not discriminate against qualified employees or applicants based on race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information, or any other characteristic protected by applicable state or federal law. Equal employment opportunity will be extended to all persons in all terms and conditions of employment.

To apply for this position, please send a resume and cover letter to Careers256@lalawlibrary.org. To view other job openings please visit our website at www.lalawlibrary.org/CAREERS.