

**TITLE: Executive Assistant**

**COMPANY:** LA Law Library

**FULL/PART TIME:** Full Time (with option to reduce hours, if preferred)

**SCHEDULE:** 9:15am – 6:00pm, Monday-Friday

**SALARY:** \$44,000-\$56,000

## **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 100 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 within its Administrative department reporting to the Senior Director. The Executive Assistant provides management support and direct, confidential assistance to the Executive Management Team and the Board of Trustees. Provides support for projects, programs and activities of the Executive Director and Executive Management Team. May serve as the initial point of contact for both internal and external services.

## **RESPONSIBILITIES AND DUTIES:**

Responsibilities are divided into the following areas: Executive Office, Board of Trustees, Statistics, and Other.

### **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
- Maintain library-wide, as well as departmental, policies and procedures
- Manage historical records, develop and implement retention schedules and archive activities for administrative and Board records
- 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
- Assist with Library events, planning and coordination of volunteers
- Track Patron Comment Forms and assist in researching and drafting responses
- Prepare reimbursement forms for Executive team
- Prepare correspondence; draft letters and memoranda
- Prepare conflict of interest statement forms for distribution to required filers and timely submission of completed forms

- Prepare regular governmental filings for Executive Director review and signature

#### Board of Trustees

- Maintain schedule for regular and special meetings
- Prepare draft meeting materials, including agendas and minutes, for ED approval and distribution to Board
- 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 reports for the Board of Supervisors (meeting attendance, annual reports, etc.)
- Maintain historical records of the Board of Trustees, including minutes, agendas and staff reports

#### Statistics

- 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

#### Staff

- Monitor 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

- Assist and support the Facilities Team regarding events and rentals (including room rentals, special events, catering, etc.)
- Participate in library-wide projects and programs
- Keep executive staff advised of announcements, deadlines and upcoming events
- 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 and communicate effectively and sensitively in a diverse workforce population Excellent problem solving and interpersonal skills
- Ability to multi-task and manage multiple projects and priorities simultaneously
- Ability to organize and manage assignments in order to meet deadlines and goals
- Ability to work under tight deadlines
- Ability to collaborate with executive staff to meet the needs of the organization

- Adapt quickly to change and effectively manage new challenges
- 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 submit your **resume and cover letter** via Indeed. Completion of Indeed assessments above PROFICIENT is required in order to be considered. Please apply via Indeed.com by using the following link:

[Indeed.com Executive Assistant position](#)

To view other job openings please visit our website at [www.lalawlibrary.org/CAREERS](http://www.lalawlibrary.org/CAREERS) .