

LA LAW LIBRARY JOB DESCRIPTION

Title:	Executive Assistant
Department:	Executive Office
Focus:	Administration and Board of Trustees Support
Reports to:	Executive Director
Position Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	4
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

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.

Approvals

Immediate Supervisor

Date

Senior Director

Date

Human Resources

Date

Executive Director

Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

Distribution: Original - Human Resources, Copies - Supervisor, Employee