

# **EXECUTIVE ASSISTANT**

**(Range 118)**

## **DEFINITION**

This is a professional, executive support position reporting to the Library District Executive Director. Incumbent performs varied, complex, and often confidential liaison and office administrative assistance to the Executive Director, Board of Trustees and associated staff.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Executive Director.

## **ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:**

### **Essential Functions:**

1. Plans and coordinates all Trustee meetings; attends, takes and transcribes minutes.
2. Assembles packets of materials for all Board of Trustees meetings and ensures the Executive Director, Trustees and Executive Council have meeting agenda materials and supporting documentation in a timely manner; ensures packet material is also available for public inspection.
3. Creates and maintains a detailed calendar of events, meetings and other activities requiring the Executive Director's attendance; ensures the Director is cognizant of the calendar and has all required information and other materials for such functions.
4. Schedules meetings, makes travel arrangements and accommodations for the Executive Director, Board of Trustees and staff as assigned.
5. Represents the Executive Director at meetings or functions, and provides or obtains information.
6. Acts as the Executive Director's liaison with Board members and follows-up with various District staff to ensure problems, complaints and concerns have been addressed.
7. Performs and alleviates administrative duties for the Executive Director and members of the Board of Trustees.
8. Relieves the Executive Director of administrative matters by assigning and following-up on projects, transmitting information, and keeping informed of pertinent activities.
9. Prepares drafts, general correspondence, memoranda, agendas, minutes, reports and a wide variety of finished documents from stenographic notes, brief instructions or printed materials.
10. Creates database files, inputs and retrieves a variety of data and information and prepares reports utilizing a personal computer.
11. Proofreads reports, correspondence, forms and other related documents for accuracy, completeness, format, compliance with policies and procedures and appropriate English usage.
12. Organizes own work, sets priorities and meets critical deadlines; ensures that such deadlines are met by other staff.

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13. Researches and develops resources that create timely and efficient work flow; ensures that such deadlines are met by other staff.
14. Interacts extensively in person and over the telephone with District-wide staff and management, outside agencies, vendors and the general public.
15. Maintains office record keeping and filing systems, and a variety of statistical records.
16. Researches, compiles and summarizes a wide variety of informational and statistical data.
17. Sorts, reviews, assigns and prioritizes incoming and outgoing department mail.
18. Orders and maintains office supply inventory.
19. Provides for the maintenance of office equipment and follows-up on a variety of office administrative matters.
20. Receives and screens visitors and telephone calls, provides information and resolves complaints.

**Marginal Functions:**

1. Performs related duties and responsibilities as required.
2. Performs Notary Public functions in support of official Library District operations.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the basic roll, structure and function of the Board of Trustees.

Knowledge of pertinent State statues governing public entities and boards.

Knowledge of modern office administrative and secretarial practices and procedures.

Knowledge of business letter writing and report preparation.

Knowledge of record keeping and filing principles and methods.

Knowledge of standard business arithmetic, including percentages and decimals.

Knowledge of budgetary principles and practices.

Knowledge of the Library District and department policies and procedures.

Knowledge of Library District terminology and functions.

Knowledge of correct English usage, spelling and punctuation.

Ability to quickly assimilate and apply new terminologies, information, and tasks.

Ability to be decisive in routine and non-routine problem solving in accordance with Library District policy and procedure.

Ability to apply Library District and assigned department policy and procedure.

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Ability to type at a rate of 60 net words per minute from printed or hand written copy.

Ability to take and transcribe notes using modern dictation techniques.

Ability to accept and manage change and maintain flexibility.

Ability to work quickly and accurately, and maintain a high degree of confidentiality.

Ability to work both independently and as part of a team.

Ability to perform multiple tasks concurrently.

Ability to maintain fiscal and complex clerical records.

Ability to generate accurate reports.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to serve customers with patience, tact and courtesy.

Ability to maintain effective working relationships with those contacted during the course of work.

Ability to understand and follow oral and written instructions.

Ability to maintain the mental capacity for effective interaction and communication with others.

Ability to maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:

- standing, walking, or sitting for extended periods of time;
- bending, reaching, stooping, and pushing;
- lifting and carrying;
- operating assigned equipment.

Ability to maintain effective auditory and visual perception needed for:

- making observations;
- communicating with others;
- reading and writing;
- operating assigned equipment.

Skill in the use of personal computers and associated software.

Skill in the use of library and general office equipment.

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**QUALIFICATIONS**

A. Training and Experience:

Associate's Degree in Business Administration, Secretarial Science/Office Management, or a closely related field required; at least four (4) years of secretarial experience which includes providing office and administrative support to management level staff required; or an equivalent combination of education, training and experience. Typing skills, dictation skills, word processing and computer skills required.

B. Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing, walking, and frequent light lifting (5 - 10 pounds); occasional moderate lifting (12- 20 pounds); bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require visual perception, audio perception, and oral communications ability.

C. Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

D. License, Certificate, or Special Requirements:

Possess or have the ability to obtain and maintain, a valid Nevada Driver's License at the time of hire.

Posses or have the ability to obtain and maintain a Notary Public commission issued by the State of Nevada at the time of hire.

**JOB CODE: 1111**

**FLSA: EXEMPT**

**CBA: NOT COVERED**

**DEVELOPED: DECEMBER 3, 1998**

**REVISED: DECEMBER 8, 1999**

**MARCH 10, 2006**

**AUGUST 13, 2012**