

# EXECUTIVE ASSISTANT

<b>Responsible to</b>	Library Director and Fiscal Officer
<b>Classification</b>	Clerk II
<b>Qualifications</b>	High School diploma or equivalent Possess computer skills and knowledge of varied computer software programs Ability to maintain notary requirements Aptitude for organization Familiarity with office equipment Ability to work days, evenings, and weekends as required Must have a valid driver's license
<b>Primary Function</b>	Perform secretarial duties for the Library Director and the Fiscal Officer
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. Is accountable for preparation and mailing of the Annual Fund Drive materials</li><li>2. Prepares and distributes monthly board meeting packet for Library Director, Fiscal Officer and Library Board members</li><li>3. Maintains monthly and yearly circulation statistics</li><li>4. Maintains data base records of donations made to the library</li><li>5. Processes and mails all correspondence to donors</li><li>6. Maintains a master file of library forms for duplication</li><li>7. Prepares, publishes and mails library newsletter</li><li>8. Maintains administrative files and archived files according to record keeping guidelines</li><li>9. Maintains board contact list and staff emergency contact lists for the systems including emergency closing procedures</li><li>10. Distributes confidential documents for administration</li><li>11. Maintains standard reports and files as needed by administrative staff</li><li>12. Gathers information for, prepares and submits annual state and national reports</li><li>13. Reports monthly meter readings for office equipment</li><li>14. Demonstrates knowledge of library policies and procedures</li></ol>

15. Works effectively with library staff as well as the public
16. Supports Behavior Policy (library code of conduct)
17. Perform other duties as required

**Physical Demands**

Works requires physical effort in the repetitive handling of materials or boxes and tools or equipment of up to 30 pounds in non-strenuous work positions and/or continual standing or walking

8/23/2017