

Executive Assistant

JOB TITLE: Executive Assistant

FLSA STATUS: Exempt

GRADE: 39

DEPARTMENT: Administration

APPROVED DATE: 12/2013

REVISED DATE: 01/2019, 09/2021, 02/2022, 04/2024

Job Summary

Provides high level executive administrative support to the Executive Director, Board of Trustees, and Leadership Team and coordinates and manages internal communication for the Executive Director. Incumbent operates in an environment characterized by involvement in broad District-wide issues and interaction with a variety of internal and external stakeholders on complex, confidential, and sensitive matters.

Performs a variety of administrative functions that affect District-wide issues which require the independent management of multiple tasks and projects with competing priorities and deadlines. This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Provides executive administrative support for the Executive Director that may include project development and management, creating internal communication, screening and prioritizing of communication from external and internal sources, report preparation, calendar management, internal and external meeting scheduling, and correspondence.
2. Serves as Clerk to the Board of Trustees; prepares or drafts Board policies, resolutions, reports, fact sheets, correspondence, and meeting agendas; coordinates meetings. Communicates regularly with Trustees. Records and prepares meeting minutes for Board adoption and public viewing on the Library District's website; distributes resolutions and action items to appropriate governmental agencies and/or Library staff members. Ensure that actions and records of the Board are in compliance with state requirements.
3. Coordinates and manages internal communication for the Executive Director including the development and management of an internal communication plan in coordination with the Communication Department.
4. Provides leadership and career development opportunities for Administrative Specialists.
5. Maintains collaborative relationships with community stakeholders and local government officials.
6. Responds to, resolves, or refers to appropriate staff, customers, public and governmental agency inquiries pertaining to the Library District's operations, policies, procedures, inquiries, complaints, inquiries, and decision-making process.
7. May represent the Executive Director at meetings.
8. Coordinates with Information Governance Manager for Library District record maintenance for the Executive Director and Board of Trustees.
9. Provides support for the Library District's Capital Facility Areas (LCFAs) to include the coordination with County officials to schedule meetings, preparation of meeting agendas, meeting minutes, resolutions, and essential documents, as well as record management and maintenance.
10. Works directly with attorney(s) to prepare official documents as needed.
11. Initiates projects, research assignments, budget management, administration procedures and activities as well as the production and review of documents, reports, and financial information for the Executive Director as directed.

Additional Duties and Responsibilities

1. Attend meetings, trainings, and workshops to support learning and development.
2. Train new staff as needed.
3. Assist with special projects as required.
4. Perform other duties as assigned.

Supervision

The position reports to the Executive Director. The position may coordinate the work of other administrative assistants and project work of volunteers or temporary staff.

Knowledge, Skills, and Abilities

1. Thorough knowledge of executive administrative support tasks and duties.
2. Strong customer service skills.
3. Strong organization and attention to detail.
4. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
5. Ability to design, set up, and manage internal processes and protocols.
6. Ability to gather, analyze, and evaluate data and prepare recommendations, analyses, and reports.
7. Ability to work independently in a high-volume, multi-task environment, maintain high-level of confidentiality, and to set priorities.
8. Ability to communicate effectively with diverse audiences.
9. Ability to manage collaboratively and thrive in a fast-paced, rapidly changing, and often political environment.
10. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
11. Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. High School diploma or G.E.D. required. Bachelor's degree preferred.
2. Five to seven years related professional experience required or equivalent combination of technical training and related experience.
3. Experience performing similar functions for a high-level administrator or executive officer preferred.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent must operate computers for extended periods of time. Incumbents may occasionally move objects or other materials weighing up to 25 pounds.

While performing the duties of this job, the incumbent must communicate with coworkers and members of the public. There are regular interpersonal contacts with staff members and customers. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District. An incumbent is expected to occasionally travel to the various community libraries in the Library District. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to arrange independently for such travel.