

BASALT REGIONAL LIBRARY

JOB DESCRIPTION

Job Title	Executive Administrative Assistant	Salary/Wage	\$27 per hour
Reports To	Executive Director	Status	Full Time, Hourly, Non-Exempt
Department	Administration	Hours	40 hours per week, may require nights and weekends

General Description

The Executive Administrative Assistant provides administrative support to the entire library. This position is the assistant to the Executive Director of the library. A primary duty of this position is to prepare and maintain all paperwork and documentation for the Library Board of Trustees including preparing agendas, preparing the board packet, preparing documents related to the agenda such as resolutions, and attending the Board of Trustees meetings and taking minutes. The Executive Administrative Assistant assists the Executive Director with facility maintenance by acquiring bids, scheduling walkthroughs, and communicating library needs with potential vendors. This position maintains the paper and electronic filing systems for the library. This position performs bookkeeping tasks such as scanning invoices to online bill pay utility and making weekly bank deposits. This position staffs the library's public service desk as needed.

All Library staff are expected to provide excellent customer service to both internal and external customers and to establish and maintain effective working relationships in a team environment.

Essential Duties and Responsibilities

- Board Meeting duties:
 - Works with Board members and Director to prepare agenda and documents needed for meetings
 - Posts agenda and notice of meetings
 - Prepares and distributes digital and print Board meeting packets
 - Updates public access Board binders monthly
 - Takes minutes at Board meetings
 - Updates Trustee manual as needed
 - Provides Board documents for the Marketing department for the website
 - Checks periodically to make sure Board documents on the website are up to date
- Provides facility maintenance support to the Executive Director by arranging repairs, and coordinating bids for contracts
- Prepares and deposits weekly bank deposits

- Scans invoices to online payables tool twice monthly
- Maintains inventory of and orders office supplies and other library supplies
- Manages paper and electronic files including contracts, lease agreements, vendor invoices, etc.
- Follows state retention policy to keep library records in order
- Updates administrators on various accounts as personnel turnovers occur
- Prepares and distributes monthly statistics reports for staff and the Board of Trustees
- Orders State and Federal tax return forms annually
- Works with vendors to resolve problems as they arise
- Serves on Facilities Committee
- Sorts incoming mail
- Maintains official records of the Library Board of Trustees, including meeting minutes, signed documents, policies, etc.
- Manages Google calendars: Accounts Payable, BRLD Annual Timeline, Maintenance, Special Districts Timeline
- Updates Administrative Assistant procedures as needed
- Prepares and updates staff phone extensions, staff contact list, vendor contact list
- Provides reference and readers advisory services to patrons of all ages
- Recommends changes to policies and procedures for improved library services
- Enforces Library rules and regulations.
- Works to maintain a fun, safe, and positive environment that encourages intellectual curiosity and a love of reading.
- Works at the public service desk, checks in items, shelves books, and performs other circulation tasks as assigned
- Performs other duties as assigned

Knowledge, Skills, and Abilities

- Attention to detail
- Ability to organize information
- Ability to maintain a high level of confidentiality
- Must possess excellent customer service skills and be a self-starter.
- Ability to learn library operating systems, office equipment, and other technologies.
- Ability to provide efficient and courteous patron service to a diverse patron population.
- Ability to handle patron complaints and resolve difficult situations.
- Ability to learn and become proficient in the skills, functions, and technologies required to perform job duties.

Education and Experience

- Two years' administrative assistant or office manager experience required.
- A High School diploma or GED equivalent is required.
- A Bachelor's degree is preferred.
- Bilingual fluency in Spanish and English is preferred.
- An equivalent combination of education and experience may be considered based on one year of experience for each year of education.

Physical and Environmental Working Conditions

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone
- Ability to work in a sedentary office environment
- Standing in work areas and walking between work areas may be required
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment
- Must occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information
- Ability to push a book cart to move and shelve books
- Ability to lift, carry, push, and pull materials and objects up to 30 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff
- Occasional work outdoors and in diverse environments
- Reasonable accommodations will be made for otherwise qualified individuals with a disability

Employee Signature	Date

The Basalt Regional Library District is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.