

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Executive Assistant**

Dept.: **Administration**

Reports to: **Director**

Effective Date: **Revised June 2021**

Job Code Number: **10026**

Grade Number: **15, Non-represented**

FLSA Status: **Exempt**

General Position Summary:

Under general supervision, serves as the Assistant to the Director, Board of Trustees, Administrative Management Team (APT) and Community Relations. Performs a wide variety of difficult, diverse, and confidential secretarial, administrative and Community Relations support functions. Interacts with KCLS officials and managers, internal and external customers, vendors, media and other key stakeholders and individuals, as assigned. Possesses interpersonal skills to successfully operate in an environment characterized by involvement in broad System-wide issues and interaction with Board members, elected officials, legal counsel, representatives of industry and professional groups and the media on complex and sensitive matters. Coordinates meeting arrangements and prepares materials for discussion and review, contributing to the effective administration of the KCLS.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Provides confidential secretarial, administrative and Community Relations support to the Director, Board of Trustees, Administrative Management Team members and other administrative personnel. Drafts materials, minutes, memoranda, correspondence, reports, agreements, presentation materials, forms, requests for proposals, manuals, technical reports, mailing and contact lists, press releases and public announcements and other documents ranging from routine to complex; proofreads and checks typed and other materials for accuracy, completeness and compliance with KCLS standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; develops, revises and maintains master documents, templates and forms and maintains and enters a variety of data in databases and spreadsheets; composes correspondence, news releases, reports and informational materials; copies reports for internal and external distribution.
2. Maintains Director, Board of Trustees and Administrative Management Team calendars; coordinates, arranges and confirms meetings; arranges for meeting setup and refreshments; attends meetings, take notes and transcribe minutes; screens requests for appointments.
3. Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information and complaints from officials, customers and the public, refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue; reviews, determines the priority and routes incoming correspondence.

4. Writes and/or reviews, proofreads and edits agenda items for Board, Administrative Management Team and assigned staff meetings and meetings of public and committees; maintains files for Board agenda materials; provides information to Administrative Management Team on pending Board matters, projects and assignments and a variety of other matters. Responsible for making Board meeting materials available to the public online.
5. As liaison between Director and Community Relations manger, proactively informs, updates and communicates to Community Relations manager any important public relations information or situations.
6. Works collaboratively with Community Relations/Graphics department in the preparation of information, materials, manuals and other information for the Board and others.
7. Prepares technical worksheets, tables and computations; establishes and maintains databases of information to track information, pending projects, budget expenditures, etc.; prepares materials for draft and final budget documents and year-end budget document and other reports as assigned; tracts and reconciles expenditures against budget; processes purchase orders, prepares bills for payment; and makes requests to accounts payable.
8. Researches, edits, condenses and assembles information from a variety of sources for the preparation of records and reports; makes arithmetic or statistical calculations; organizes and maintains office files; archives records and files; assists staff in locating files and records; conducts special studies and recommends organizational, procedural or other changes to achieve greater productivity.
9. Attends to a variety of office administrative details; establishes and maintains confidential, subject, project, and specialized files; orders and disburses supplies and equipment.

Secondary Duties:

1. Prepares travel and training requests; makes and confirms travel and other arrangement for conferences and business trips; type itineraries, complies expense reports and prepares post-travel memoranda; requests reimbursement for petty cash expenditures.
2. Provides administrative and secretarial support for professional association affiliations of Director, including drafting meeting announcements and materials, making meeting hotel, room and food arrangements, and other assignments in support of the Director.
3. Provides guidance to other administrative support staff on agenda and report preparation, KCLS methods and practices and techniques and advanced uses of word processing, graphics, database and other software.
4. Other related duties as assigned.

Core Competencies:

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects,

values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values, and Judgment

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & Technical Knowledge

Demonstrates proficiency in professional and technical skills/ and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

Approachability

Listens more than they talk; allows appropriate time for interactions; purposely builds rapport, sets positive tone and exhibits confidence by body language and speech. Maintains boundaries.

Interpersonal Savvy

Relates well to all kinds of people at all levels, both internally and externally; builds appropriate relationships; interactions are often purposeful and constructive.

Communicates Effectively

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

- Graduation from a high school or GED equivalent,
- Five years of increasingly responsible office administrative, secretarial or community relations experience, or
- An equivalent combination of training and experience.

SPECIAL REQUIREMENTS

Valid Washington Drivers License.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with finger use and typing/10-key up to frequent, this keyboarding may be repetitive up to frequently. Constantly sits up to 2 hours at a time and occasionally will stand and walk. Will

frequently reach up to chest level with hands and arms to work at desk. The employee will occasionally lift up to 10 pounds and seldom up to 35 pounds. Employee will occasionally push/pull carts and wheeled equipment with light force.

WORK ENVIRONMENT

Work is performed in a normal office environment. Substantial overtime, evening/early AM meetings, constant sitting, extensive close work (eyestrain); extensive PC monitor work and some travel are required in the position.

Advancement Possibilities:

Related Specialist or Coordinator position

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR