

# MERIDIAN LIBRARY DISTRICT

## Executive Assistant



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### Position Summary

Under the direct supervision of the Library Director, the Executive Assistant performs a wide variety of complex administrative support duties. Executes duties using high technical skills, business communication capabilities, organization techniques, and administration principles. Demonstrates autonomy and initiative in handling sensitive assignments, effectively engaging with high-level contacts both within and outside the organization while upholding confidentiality. May communicate and work with Board Trustees, elected officials, legal counsel, library leadership and staff, industry and professional groups, and the media. Gathers, and prepares, information relative to the Director's function as assigned. Makes purchases and oversees purchasing actions of Administrative Assistants.

### Duties and Responsibilities

*Essential*

#### Coordination and Communication

Manages and provides effective support for the Library Director, the Board of Trustees, and governance activities of the Library. Prioritizes and ensures completion of commitments by the Library Director and Board of Trustees. Ensures organizational and departmental goals and objectives are met.

Manages communication for the Library Director, the senior leadership, and Board of Trustees, providing information and handling issues that may require sensitivity and the use of sound independent judgment. Communicates on behalf of the Library Director and Board of Trustees with individuals, community groups and leaders, governmental agencies, attorneys, and professional library organizations regarding planning, collaborative efforts, projects, and operational matters as assigned.

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Manages, prioritizes, coordinates, and processes Public Records Requests in accordance with legal requirements.

Assists the Library Director, Assistant Directors, Managers, departments, and branches in planning, developing, and maintaining interdepartmental efforts including operational activities. Oversees, leads, and participates in multi-department business projects. Coordinates schedules between aforementioned groups and the Library Director.

### **Meetings and Representation**

Participates on the Admin team, to set and implement long-term and short-term strategies to achieve the vision of the District as established by the Board of Trustees. Positively reflects the Meridian Library District's mission, vision, and values to members of the public and to staff. May represent the District in community groups, outside organizations, and in interactions with the general public. Accurately communicates and facilitates access to the District's policies to employees and members of the public. Oversees responses to public and staff inquiries and facilitates the timely resolution of issues. May serve as clerk to the Board of Trustees. Assists with meeting coordination, governance compliance, and administration duties. These duties may include preparation of Board policies, resolutions, reports, fact sheets, correspondence, meeting agendas, and meeting minutes. Ensures that actions and records of the Board are in compliance with legal requirements.

Receive and screen visitors, telephone calls, and emails for the Library Director; providing information and handling issues that may require sensitivity and use of sound independent judgment. Manages heavy calendar activity by resolving conflicting demands; scheduling/rescheduling meetings, coordinating meeting logistics (e.g., conference, agenda, catering, audio/visual equipment, and meeting materials).

### **Supervision**

The Executive Assistant supervises Administrative Assistants, and participates in all daily service and support operations of the Admin Assistant team. Is responsible for the effective support of the Director, Assistant Directors, and Admin Team. The Executive Assistant, in collaboration with the Library Director and Human Resources, is responsible for personnel decisions regarding Administrative Assistants which includes recruitment, hiring, coaching and discipline, performance feedback and reviews, employee training, and professional development.

## **Records and Reports**

Maintains accurate records, collects statistics, tracks performance measures, and prepares reports. Completes clerical tasks such as record maintenance, compiling lists, and drafting resource guides in both an office setting and remotely as needed. Keeps information accessible by sorting and filing documents, maintains organization of Administration digital folders. Prepares and organizes documents, including some documents for board meetings and mailings. Ensures the correspondence is accurate and free from grammatical errors. Maintains good attendance and timekeeping records.

Collects reports in preparation for monthly Board meetings, working in conjunction with the Library Director to draft the final Board report. Assists in sharing Board approvals and updates with staff after Board meetings, and assisting with. Organizes final draft revisions of documents and policies in appropriate retention locations in accordance with the Meridian Library District's Records Retention Schedule.

## **Customer Service**

Provides high quality internal customer service to other staff and vendors, and is responsive to patron requests. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.

### *Marginal*

May be responsible for answering phones and aiding other departments or patrons with inquiries. May serve as a Notary Public for the District and provide related assistance to library staff or members of the public.

Performs other duties as assigned.

## **Qualifications**

### *Minimum Qualifications*

#### **Knowledge, Skills, and Abilities:**

Provides exemplary customer service and maintains a favorable public image of the District. Has a desire to work in a public service role and exhibits excellent interpersonal skills with the ability to communicate effectively, and appropriately, with people from diverse backgrounds, including other staff, youth, families, volunteers, co-workers, and community partners. Builds and maintains

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positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations. Must be able to work alone on site, as well as remotely.

This position requires flexibility in schedule, and the ability to juggle many tasks and priorities. The Executive Assistant must be detail-oriented and accurate with exceptional organizational skills. Works with a positive attitude, is highly professional integrity, and capable of working independently or as a team. Comfortable with change, ambiguity, and problem solving.

Proficient with standard computer applications (including Microsoft Office and Google Workspace), basic graphic design concepts, and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies.

### **Experience**

1-3 years of administrative or office support experience, or equivalent experience, training, and/or education.

### **Education**

Associate's Degree in Business Administration or related field.

### **Training, Licenses, or Certifications**

Valid driver's license

### **Supervisory Responsibility**

Supervises administrative assistants.

### *Preferred Qualifications*

An Associate's or Bachelor's degree. Bilingual, preferably Spanish-English, Russian-English, or other languages. Desired personal attributes include: a positive approach to interacting with the public, a continuous desire to update technology skills, and a sense of humor. Knowledge of Airtable, infographics, and presentation tools.

## **Working Conditions**

### **Physical Requirements**

This position requires the employee to sit (frequently); occasionally stand and stoop/bend; walk, kneel, squat, crouch, balance, twist/turn, and maintain flexibility; perform manual dexterity movements; constantly see, hear, listen, and speak clearly. This position also requires the employee to lift and carry up to 40 lbs.

### **Mental Requirements**

This position requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical and numerical filing/sorting, and perform basic math.

### **Technology, Equipment, and Devices**

This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used computer applications copiers, printers, and email, cloud environments, and the internet. This position must be able to use the library's systems and databases. This position requires the employee to operate and troubleshoot general office equipment. This position may occasionally operate a library passenger vehicle.

### **Expected Hours and Location of Work**

This position requires the employee to work a weekday (Monday-Friday) daytime schedule with occasional evening and weekend (Saturday-Sunday) shifts. Position schedule and work location are subject to change at the discretion of management to support business needs.

This position works a full-time schedule of 40 hours per week.

### **Work Environment**

This position requires the employee to work on repetitive tasks, work alone, work remotely, and work around, and with, others.

### **Expected Travel**

This position requires limited travel throughout the District; minimal travel for training and conferences.

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**Disclaimers:** The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.