



Illinois Heartland Library System

Position Description

Position Title: **Executive Assistant**

FLSA: Exempt

Location: Edwardsville

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Other Professional

Salary Grade: 7

Summary:

The Executive Assistant performs a variety of secretarial and administrative duties for the Executive Director and the Board of Directors in a professional and efficient manner. Because of the nature of some of the projects, total confidentiality regarding certain aspects of the functions of this position is essential.

Essential Duties & Responsibilities:

- Assist the Executive Director by preparing the agenda for Board meetings, serve as Recording Secretary, preparing and distributing Board packets, and assuming responsibility for the logistics of Board meetings.
- Coordinate disposal of records project, identify what to retain and create disposal schedule, file paperwork with State, and oversee final disposal.
- Coordinate final repository of corporate records including legacy system records.
- Perform a broad range of administrative duties for the Executive Director and other members of the Administrative team.
- Exercise independent judgment within agreed-upon parameters.
- Function as a communication link between the Executive Director and Staff and Board of Directors.
- Coordinate general record retention and disposal within established State guidelines
- Attend board and committee meetings and record minutes.
- Facilitate the posting of board and committee meeting agendas and minutes to ensure compliance with the Open Meetings Act.
- Maintain a record of library system policies.
- Review mail, prepare confidential correspondence, and maintain classified files.
- Assist in receptionist duties, including answering phone calls and greeting visitors.
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- File and retrieve corporate documents, records, and reports.
- Schedule and invoice room rental by non-members.

Executive Assistant (continued)

- Make travel arrangements for executives and board, as necessary.
- Act as a back-up for HR.

Supervised by: Executive Director

Supervises: None

Minimum Education and Experiences:

- Bachelor's degree or equivalent work experience 2:1 or 4 years
- Five (5) years experience in an administrative capacity.
- Extensive experience using Microsoft Word, Excel, the Internet, E-Mail and other electronic business applications.

Licenses or Certifications Required: Valid driver's license or other accommodations for travel.

Knowledge, Skills, and Abilities Required:

- Knowledge of business management practices.
- Must possess excellent verbal and written communication skills.
- Demonstrated organizational and interpersonal skills with ability to deal with matters or issues of extreme confidentiality.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of the principles and process for providing customer service.
- Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of time management skills to organize and plan work and to multitask within tight deadlines.
- Ability to work with minimal supervision, continuing assignments requiring the organization of materials, the preparation of reports and the making of decisions.
- Ability to make minor administrative decisions consistent with established precedents and practices and to use resourcefulness and tact in meeting with new situations.
- Ability to establish and maintain effective working relationships with staff, government representatives, board member and staff at member libraries.
- Ability to work in an organization that embraces customer service.
- Ability to maintain a high level of accuracy.
- Ability to provide timely responses to request.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards staff, Board members, staff from member libraries, and job duties.
- Ability to travel as required.

Working Conditions:

Work is usually performed in an office environment. Some evening and weekend work will be required.

Telecommuting:

This position allows for occasional or regular telecommuting.

Physical Effort:

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Ability to effectively use a computer.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date

Executive Assistant (continued)

Approved July 2012
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