**Job Description**

Position Title: Executive & Human Resources Assistant

Classification: F

Supervisor Title: Executive Director

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the supervision of the Executive Director, this position facilitates superior library service by providing executive administrative support to the Executive Director and assisting the Human Resources Manager with human resources procedures and processes.

Specific responsibilities will be assigned by the Executive Director and Human Resources Manager on the basis of experience, skills, and specific needs of the department and number of hours worked.

## REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g.  Bachelor’s Degree) or experience:

* **Communication Skills** include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings.
* **Computer Skills** include using word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing internet searching, using cloud-based communication tools such as Google Chat and Zoom, and maintaining and organizing digital files.
* **Critical Thinking & Problem Solving** includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
* **Time Management** includes prioritizing tasks, meeting deadlines, and managing time independently.
* **Research Skills** include understanding the information needed, performing internet searches, evaluating the results and sources, and synthesizing the data to present findings and recommend an action.

1. Working knowledge of administrative and HR technology and software with the ability to problem solve and troubleshoot.
2. Working knowledge of project planning and implementation.
3. Knowledge of general library philosophy, including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
4. Knowledge of federal, state and local governmental and employment laws.
5. Experience in an executive administrative or HR role or equivalent experience working with confidential information.

## ESSENTIAL FUNCTIONS

1. Manages a broad variety of executive administrative tasks for the Executive Director including managing an active calendar of appointments.
2. Coordinates staff recruitment by working with hiring managers on filling open positions.
3. Assists Human Resources on a wide variety of HR programs, procedures and projects.
4. Assists the Executive Director with preparation of board and committee meetings including preparing meeting agendas and reports as well as taking meeting minutes.
5. Participates in relevant training, continuing education and/or staff development.
6. Performs other duties as assigned.

WORK ENVIRONMENT

Work is normally performed in a typical interior/office work environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Some remote work may be available. The employee is required to work evening hours.

PHYSICAL REQUIREMENTS

1. Constantly operates a computer and other office machinery, such as printers, copiers and a postage machine.
2. Constantly communicates with staff, external contacts, and vendors.
3. Constantly discerns items near and far.
4. Frequently transports materials weighing up to 10 lbs. to move files and refill office supplies.
5. Constantly handles papers to assemble board packets, new hire packets, operations manual, and other documents.
6. Frequently moves about to access files, use equipment, and deliver materials.
7. Occasionally positions self to retrieve and organize materials and office supplies located near the floor and up to 6’ high.