**Job Description**

Position Title: Administrative Assistant

Classification: 7

Supervisor Title: Executive Director

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to work pleasantly and effectively with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to communicate clearly.
4. Ability to use various technologies to complete work.
5. Ability to follow library policies and procedures.
6. Ability to work independently and productively.
7. Ability to understand, practice and demonstrate the library’s Service Standards.

## POSITION SUMMARY

Under the supervision of the Executive Director, the Administrative Assistant performs highly confidential administrative functions for the Executive Director and HR Manager and may assist Assistant Director and Finance & Operations Manager when needed; must possess a high degree of discretion and a positive attitude.

## REQUIREMENTS FOR THIS POSITION

1. Excellent typing and basic computing skills including proficiency with Microsoft Word, Access and Excel and the ability to learn new software and databases.
2. Excellent written and oral communication skills.
3. Ability to follow complex, multi-step procedures to complete tasks.
4. Valid Illinois driver’s license.

## EDUCATION/EXPERIENCE REQUIRED

1. High school diploma.
2. Three years of comprehensive administrative assistant work.
3. Experience managing multiple assignments/projects and conflicting priorities within short timeframes.
4. Strong organizational skills, attention to detail and ability to maintain accurate records.

## ESSENTIAL FUNCTIONS

1. Completes a broad variety of administrative tasks for the Executive Director including: managing an extremely active calendar of appointments; completing monthly activity reports; keeping files and contacts updated; and compiling documents for meetings.
2. Assists HR Manager with the new hire application and onboarding process including scheduling interviews, assembling new hire packets, and making follow-up calls.
3. Provide administrative support to Board of Trustees including preparing information for monthly board packet, writing board meeting minutes, and handling board communications.
4. Prepares internal documentation to ensure the smooth workflow of staff including creating the weekly schedule.
5. Updates multiple lists, procedures and directories to ensure the smooth workflow of staff.
6. Participates in relevant training, continuing education and/or professional development.
7. Performs other duties as assigned.

## PHYSICAL REQUIREMENTS

1. Frequent sitting, some walking
2. May lift 35 lbs., bending, stooping, climbing, pushing, pulling, reaching, handling and fine manipulation skills.
3. Vision: near, far; color