



## **JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**

**JOB TITLE:** Executive Assistant

**EXEMPTION STATUS:** Exempt

**JOB CATEGORY:** Administrative Support

**BARGAINING UNIT:** Ineligible

### **GENERAL SUMMARY:**

Provides professional, executive support position reporting to the Library District Executive Director. Performs varied, complex, and confidential liaison duties in an executive support role to the Executive Director, Board of Trustees, and associated staff at the Las Vegas-Clark County Library District (District). Receives general supervision from the Executive Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Plans and coordinates all Trustee meetings; attends, takes and transcribes minutes. Performs administrative tasks supporting all Board of Trustees meetings.
2. Creates and maintains a detailed calendar of events, meetings, and other activities, and performs related activities for the Executive Director and ensures is aware of all events and is prepared with all required information and other materials.
3. Assembles packets of materials for all Board of Trustees meetings and ensures the Executive Director, Trustees and Executive Council have meeting agenda materials and supporting documentation in a timely manner; ensures packet material is also available for public inspection.
4. Schedules meetings, makes travel arrangements and accommodations for the Executive Director, Board of Trustees and staff as assigned.
5. Acts as the Executive Director's liaison with Board members and follows-up with various District staff to ensure problems, complaints and concerns have been addressed.
6. Relieves the Executive Director of administrative matters by assigning and following-up on projects and transmitting information.
7. Prepares drafts, general correspondence, memoranda, agendas, minutes, reports and a wide variety of finished documents from stenographic notes, brief instructions or printed materials.
8. Proofreads reports, correspondence, forms and other related documents for accuracy, completeness, format, compliance with District policies and procedures and appropriate English usage.

9. Researches and develops resources that create timely and efficient work flow; ensures that such deadlines are met by other staff.
10. Researches, compiles, and summarizes a wide variety of informational and statistical data. Creates database files, inputs and retrieves a variety of data and information and prepares reports, and maintains office record keeping and filing systems, and a variety of statistical records.
11. Interacts extensively in person and over the telephone with District-wide staff and management, outside agencies, vendors and the general public.
12. Provides for the maintenance of office equipment and follows-up on a variety of office administrative matters, including ordering and maintaining office supply inventory.
13. Performs Notary Public actions in support of District functions.
14. Performs other duties as assigned.

### **CORE COMPETENCIES:**

- Customer Service
- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Budget Coordination and Purchase Order Management
- Business Letter Writing and Report Preparation
- Public Service Ethics
- Confidentiality and Professional Discretion

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- **EDUCATION:**

**Required:** Associate's Degree in Business Administration, Management, or related field.

**Preferred:** N/A

- **EXPERIENCE:**

**Required:** Four (4) years or more providing office and administrative support to management-level staff. Computer, dictation, and typing skills.

**Preferred:** N/A

- **License or Certification:**

**Required:** Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**Preferred:** N/A

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting. Ability to regularly lift up to 10 pounds and occasionally lift up to 40 pounds, and occasionally lifting and/or carrying such articles as books, files, laptops or electronic devices.

Frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time is often necessary to carry out job duties.

**ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of basic roll, structure, and function of the Board of Trustees.
- Knowledge of pertinent State statutes governing public entities and boards.
- Knowledge of records administration and maintenance techniques and procedures.
- Knowledge of basic budgetary principles and practices.
- Ability to accurately prepare and maintain files, records, and reports.
- Ability to communicate effectively in both oral and written form.
- Ability to type at a rate of 60 net words per minute from printed, digital, or hand written copy.

**DEVELOPED:** December 3, 1998

**UPDATED:** March 13, 2018