

Position Summary - Executive Assistant

The Jeffersonville Township Public Library is seeking an Executive Assistant who will support the Library Director in administrative and clerical tasks, including assisting in writing policies and procedures and transcribing minutes for various meetings. The Executive Assistant also performs multiple human resources functions, such as handling employee grievances, hiring and termination, and payroll functions. This candidate will supervise the Marketing Specialist and ensure marketing publications are edited and accurate. The ideal candidate will be enthusiastic about the mission and vision of the library, organized with attention to detail and accuracy, dependable, project professionalism, maintain a positive attitude, and possess exceptional people skills.

An outstanding employee benefits package, including paid vacation, sick, personal time, and holidays will be provided to the selected candidate. Medical, dental, vision, and life insurance and short- and long-term disability are also available. Visit <https://jefflibrary.org/about/jobs/> to view a complete job description. Interested individuals **must submit a letter of interest, resume, and application** to: tcurtis@jefflibrary.org or to Human Resources, Jeffersonville Township Public Library, 211 E. Court Avenue, Jeffersonville, IN 47130. Position open until filled.

Job Opening



JOB CLASS: Administrative Assistant/Human Resources
POSITION TITLE: Executive Assistant
GRADE: VI, Step 1 - 5
SALARY: \$43,114.50 - \$48,243.00
REPORTS TO: Commensurate with experience
SCHEDULE: Library Director
FLSA: 37.5 hours per week; generally Monday through Friday 9 - 5
Non-exempt

POSITION SUMMARY:

Assists the Library Director in administrative and office functions, human resources, and special projects.

JOB REQUIREMENTS:

Education

Associates or B.S. degree, preferably in business, accounting, or English

Experience

Minimum four years of experience with office administration

Knowledge and experience with Microsoft Office applications

Knowledge and experience with human resources functions

OR Any equivalent combination of experience, training, and education as approved by the Library Director

PERSONAL REQUIREMENTS:

- Outgoing and pleasant personality
- Strong work ethic; conscientious
- Responsible, efficient, and well-organized
- Cooperative, helpful, and understanding toward others
- Performs detailed work with a high degree of accuracy
- Projects professionalism in appearance and behavior
- Works independently, self-motivated
- Dedicated to working with staff in a courteous and encouraging manner
- Discreet and able to maintain confidentiality
- Flexible and adaptable
- Good record of dependability, promptness, and attendance

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent verbal, listening, and written communication skills
- Leadership skills that foster teamwork, effective communication, and high morale
- Knowledge of the library's mission, values, policies, and long-range strategic plan
- High level of accuracy, with above-average keyboarding speed
- Proficient in Microsoft Office Suite
- Ability to prioritize multiple tasks
- Flexibility to work a varied schedule, as necessary

DESCRIPTION OF TASKS:

Human Resources

- Prepare and maintain personnel files, health records, and I-9 forms
- Recommend, write, and administer personnel policies
- Develop staff job descriptions and recruit candidates
- Oversee the interviewing, hiring, evaluation, promotion, and termination of staff
- Assist with employee coaching conversations
- Coordinate and conduct staff training and staff development programs
- Coordinate and communicate benefits programs
- Collaborate with department managers and Administration in handling and documenting employee leaves, employment changes, disciplinary actions, and related matters
- Interpret and comply with state and federal employment and labor laws

Administrative/Supervisory

- Trains, schedules, and supervises Marketing Specialist, including defining goals, setting priorities, and ensuring that staff uphold policies and procedures
- Conducts performance evaluations of assigned staff, clarifies performance expectations, and initiates appropriate coaching and corrective action as required
- Attend Board Meetings; prepare Board Meeting minutes, packets, and correspondence
- Maintain staff manual by editing, adding, or deleting policies
- Oversee and maintain library certification processes for staff
- Approve timecards for managers, security, and other assigned staff
- Assist with payroll functions
- Provide administrative support to other departments as needed
- Work with the Director on matters concerning the facilities at both locations
- Assist the Director and other staff with grant proposals

Clerical

- Take notes and prepare for distribution at staff and management meetings
- Prepare narrative and statistical reports
- Proofread and edit press releases, promotional materials, newsletters, and Director correspondence
- Provide clerical and secretarial support to the Director

- Coordinates schedule and communication with security officers
- Oversee work-study and internship programs
- Coordinates and interviews library volunteers
- Attend workshops and training relevant to job duties
- Pick up mail daily
- Maintain publicity files
- Other duties as assigned

ESSENTIAL SKILLS

- Must have excellent verbal and written communication skills
- Must be able to sit for extended periods of time
- Must have adequate eyesight, depth perception, color vision, and hearing to perform duties
- Must be able to view a computer monitor and perform mouse and keyboarding tasks with dexterity and accuracy for extended periods of time
- Must be physically able to retrieve files from file cabinets and supply closet

The Jeffersonville Township Public Library is an Equal Opportunity Employer

Adopted by the
Jeffersonville Township Public Library Board of
Trustees on Feb. 7, 2012; Updated Dec. 19, 2017;
Updated September 20, 2022