

Position Title	Temporary Executive Assistant (Limited Term)	
Position Statement	<p>All NCW Libraries staff embrace these core competencies as an organization and as individuals who positively represent the library and its mission in the community.</p> <ul style="list-style-type: none"> • Ethical Practice • Professionalism • Building Respectful Relationships • Valuing Diversity & Promoting Inclusiveness • Library Advocacy & Intellectual Freedom • User Focus • Effective Communication & Collaboration • Foundational Knowledge • Adaptability • Continuous Learning 	
Position Summary	<p>Provides high level administrative support to the Executive Director and the Executive team. Identifies and addresses the needs of executives and performs administrative tasks to ensure the organization runs smoothly. Works consistently within NCRL standards and policy directives and all applicable laws. Supports the library’s mission of “Connecting the people of North Central Washington to vital resources and opportunities that foster individual growth and strengthen communities”.</p>	
Essential Functions	<p>Support</p> <ul style="list-style-type: none"> • Supports executives and staff through a variety of tasks related to organization, communication, scheduling, and logistics. • Attends and records all Board minutes and related information. • Coordinates divisional activities and serves as a liaison with other departments, libraries, managers, the public, consultants, and vendors. • Maintains and establishes filing systems; keeps records in accordance with state guidelines and established schedules and procedures. • Writes, prepares, proofreads, and completes forms, letters, memoranda, presentations and other documents for the Executive Director and other executives as necessary. • Ability to learn organizational structure and manage and develop necessary duties that facilitate growth and betterment of the organization. <p>Customer Service</p> <ul style="list-style-type: none"> • Provides internal and external customer service for the office of the Executive Director. May screen visitors, staff, phone calls and email as appropriate. May schedule appointments as necessary and manage calendars. • Provides prompt, excellent service and feedback to all internal and external requests and inquiries. • Fulfills requests for information as appropriate. • Must be flexible and diplomatically handle frequent interruptions. 	<p>Reports and Projects</p> <ul style="list-style-type: none"> • Updates directories and forms with necessary changes. • Creates monthly and yearly activity reports for numerous reporting fields. • Prepares board packets for monthly board meeting. • Manages other reports as assigned. • Manages and assists with special projects as assigned. • May serve on committees as necessary. <p>Communication</p> <ul style="list-style-type: none"> • Promotes and models courteous, respectful, and timely communication in all situations. • Pursues transparency and openness whenever appropriate. • Gives and welcomes constructive, respectful feedback while building a positive team spirit. • Effective and compelling communication in written, verbal and nonverbal form. • Listens actively and well. • Maintains confidentiality in all aspects of the position. <p>Professional Development</p> <ul style="list-style-type: none"> • Cultivates skills in organizational efficiency, time management, professionalism, and customer service. • Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

	<ul style="list-style-type: none"> • Handles sensitive information in a confidential manner. • Maintains positive relationships with community stakeholders, local government officials, library advisory boards and Friends groups. 	<ul style="list-style-type: none"> • Stays abreast of library policies and procedures. • Aligns behavior with the library’s mission, values, and strategic focus in serving a diverse stakeholder community.
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Exemplary communication skills. • Must have a high standard of professionalism and customer service skills. • Must be proficient in the Microsoft Office suite. • Must be proficient with the Google Docs suite. • Must possess strong organizational skills, be able to establish priorities and meet deadlines. • Must have strong verbal and written communication skills. 	<ul style="list-style-type: none"> • Attention to detail and problem-solving skills. • Ability to take initiative in problem solving while carrying out the duties and responsibilities of the position <p><i>Preferred</i></p> <ul style="list-style-type: none"> • Knowledge of office management systems and procedures.
Education & Experience	Bachelor’s degree from a four-year college or university. In lieu of a degree, will consider a combination of related education, training, and experience.	
Special Requirements	An essential function of this position is consistent and punctual attendance.	
Physical Requirements	<p>While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit for long periods of time; walk; stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must be able to lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision.</p> <p>The noise level in the work environment is usually moderate.</p>	
Wage & Benefits	<ul style="list-style-type: none"> • Grade O; \$31.83/hour • Temporary (anticipated until 4/30/2022) 	<ul style="list-style-type: none"> • Non - Exempt • Full-Time; M-F 8-5