

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Assistant to the Director**

Dept.: **Administration**

Job Code Number: **10026**

Reports to: **Director**

Grade Number: **14, Non-represented**

Effective Date: **June 2007**

FLSA Status: **Exempt**

General Position Summary:

Under general supervision, serves as the Assistant to the Director, Board of Trustees, Administrative Management Team (APT) and Community Relations. Performs a wide variety of difficult, diverse, and confidential secretarial, administrative and Community Relations support functions. Interacts with KCLS officials and managers, internal and external customers, vendors, media and other key stakeholders and individuals, as assigned. Possesses interpersonal skills to successfully operate in an environment characterized by involvement in broad System-wide issues and interaction with Board members, elected officials, legal counsel, representatives of industry and professional groups and the media on complex and sensitive matters. Coordinates meeting arrangements and prepares materials for discussion and review, contributing to the effective administration of the KCLS.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Provides confidential secretarial, administrative and Community Relations support to the Director, Board of Trustees, Administrative Management Team members and other administrative personnel. Drafts materials, minutes, memoranda, correspondence, reports, agreements, presentation materials, forms, requests for proposals, manuals, technical reports, mailing and contact lists, press releases and public announcements and other documents ranging from routine to complex; proofreads and checks typed and other materials for accuracy, completeness and compliance with KCLS standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; develops, revises and maintains master documents, templates and forms and maintains and enters a variety of data in databases and spreadsheets; composes correspondence, news releases, reports and informational materials; copies reports for internal and external distribution.
2. Maintains Director, Board of Trustees and Administrative Management Team calendars; coordinates, arranges and confirms meetings; arranges for meeting setup and refreshments; attends meetings, take notes and transcribe minutes; screens requests for appointments.

3. Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information and complaints from officials, customers and the public, refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue; reviews, determines the priority and routes incoming correspondence.
4. Writes and/or reviews, proofreads and edits agenda items for Board, Administrative Management Team and assigned staff meetings and meetings of public and committees; maintains files for Board agenda materials; provides information to Administrative Management Team on pending Board matters, projects and assignments and a variety of other matters. Responsible for making Board meeting materials available to the public online.
5. As liaison between Director and Community Relations manger, proactively informs, updates and communicates to Community Relations manager any important public relations information or situations.
6. Works collaboratively with Community Relations/Graphics department in the preparation of information, materials, manuals and other information for the Board and others.
7. Prepares technical worksheets, tables and computations; establishes and maintains databases of information to track information, pending projects, budget expenditures, etc.; prepares materials for draft and final budget documents and year-end budget document and other reports as assigned; tracts and reconciles expenditures against budget; processes purchase orders, prepares bills for payment; and makes requests to accounts payable.
8. Researches, edits, condenses and assembles information from a variety of sources for the preparation of records and reports; makes arithmetic or statistical calculations; organizes and maintains office files; archives records and files; assists staff in locating files and records; conducts special studies and recommends organizational, procedural or other changes to achieve greater productivity.
9. Attends to a variety of office administrative details; establishes and maintains confidential, subject, project, and specialized files; orders and disburses supplies and equipment.
10. Receives routes and processes Requests to Inspect Public Records in accordance with the Public Disclosure Act (RCW 42.17).

(Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department/division to accommodate the limitation.)

Secondary Duties:

1. Prepares travel and training requests; makes and confirms travel and other arrangement for conferences and business trips; type itineraries, complies expense reports and prepares post-travel memoranda; requests reimbursement for petty cash expenditures.
2. Provides administrative and secretarial support for professional association affiliations of Director, including drafting meeting announcements and materials, making meeting hotel, room and food arrangements, and other assignments in support of the Director.

3. Provides guidance to other administrative support staff on agenda and report preparation, KCLS methods and practices and techniques and advanced uses of word processing, graphics, database and other software.
4. Other related duties as assigned.

Communication:

Contacts are normally made with KCLS employees and customers, vendors, media, legal counsel, etc. They are frequently made at the incumbent's own initiative and by a third party and regularly made at the supervisor's request. The position has a requirement to frequently interact with external customers (i.e. Board members, King County and City Council members, patrons). Communications frequently contain confidential/sensitive information necessitating discretion at all times.

Initiative:

The position develops practices and procedures for the department or system and is responsible for solving problems with its own workflow and processes. Some design of new programs/services or concepts is required and the job involves a high degree of complexity. The incumbent receives little or no direction and frequent new and varied work situations are experienced. Decisions are made within specific organizational policy constraints/guidelines.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. The position foresees issues associated with own work and identifies future needs for supplies, equipment and resources. The incumbent makes decisions that have impact within own work unit and the work is seldom monitored or checked by another. An error by this position could result in poor communication to appropriate individuals regarding meetings, schedules and other functions. This could result in member absences or delays of meeting and organization schedules. A delay in the incumbent's work may interrupt Board, Director and Administrative Management Team meetings and schedules, as well as the budget process, etc. Records maintained by this position include highly sensitive and confidential materials such as minutes of Board, Planning and Finance committees, Administrative Management Team, and library and department-related materials and Capital Facility Area and community relations planning meetings. In addition, all Board Resolutions and historical files are kept by this position and all of the Director's files are maintained on a PC.

Leadership:

The position has a leadership role and must clearly demonstrate and act in accordance with library values and is responsible for role modeling and promoting organizational values. Position is responsible for communicating the vision of the library to other departments and as a representative of the organization to patrons, the public and other agencies.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

- Requirements, sensitivities, schedule and other related aspects of the Director, Board, Administrative Management Team and others at the executive level.
- KCLS organization and staff as well as Board members, public officials and patrons, preferred.
- Reading, speaking, writing and understanding the English language, including grammar, punctuation and knowledge of professional style manuals.
- Resources outside of KCLS that are able to provide services unique to the requirements of staff and organizations served by this position.

Ability to:

- Operate computer hardware, software and other standard office equipment, as well as equipment used during meetings (i.e. microphones, projectors, etc.).
- Take and transcribe minutes and/or type accurately at a speed necessary to meet the requirements of the position.
- Manage multiple and rapidly changing priorities under tight time constraints and deadlines.
- Organize, set priorities and exercise sound independent judgment within areas of responsibility.
- Efficiently work in a highly sensitive work environment with varying levels of stress on a daily basis.
- Compose correspondence, prepare documents and make arrangements from brief instructions.
- Be sensitive to the communication needs of diverse audiences
- Provide a high level of administrative support to Board, Director, Administrative Management Team, Community Relations, governmental officials and patrons.
- Maintain a highly professional demeanor in all contacts both within and outside of the KCLS.
- Establish and maintain highly effective working relationships with managers, elected and appointed officials, staff, community and business leaders, customers, the media and others encountered in the course of work.

Skill in:

- Using PC software such as Word, Excel, PowerPoint, Publisher, Adobe, Access, Outlook and computer based systems such as the Internet and e-mail as well as equipment used during meetings (i.e. microphones, projectors, etc).
- Using a high degree of tact, discretion and diplomacy in dealing with sensitive situations, confidential information and concerned and/or upset groups and individuals.
- Communicating clearly, effectively and professionally both verbally and in writing with internal and external clients.
- Organizing, researching and maintaining complex and confidential office files.

- Developing and maintaining positive relationships with staff, patrons and other community members and organizations involved with the KCLS.
- Preparing presentations to be delivered by the Director, individual board members, etc.
- Finding creative and/or technological solutions to organize workflow through areas of responsibility.
- Assessing situations/problems and logically finding solutions.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a high school or GED equivalent, and five years of increasingly responsible office administrative, secretarial or Community Relations experience; or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS

Valid Washington Drivers License.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment. Substantial overtime, evening/early AM meetings, constant sitting, extensive close work (eyestrain); extensive PC monitor work and some travel are required in the position.

Advancement Possibilities:

Related Specialist or Coordinator position

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

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Final: 7/31/01
Revised: 11/01/03
Revised: 6/13/07 (previously Executive Assistant)