

**Yakima Valley Libraries**  
**Executive Assistant – Public Records Officer**  
**FLSA: Exempt**

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**Job Purpose and Summary**

Provides high-level, confidential and complex secretarial and administrative duties for the Library Director. Handles information requests, and performs advanced clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Demonstrates independent judgement in absence of Library Director in order to facilitate library operations. Responds to all Public Records Requests. Will provide administrative support to the Library Board of Trustees. Provides general information and assistance to the public. Will uphold the concept of Intellectual Freedom, based on the First and Fourth amendments to the US Constitution, which affords all library users the right to seek and receive information on the subject of one's interest without examination or scrutiny by others.

**Supervision Received and Exercised**

Receives direction from the Library Director. May exercise direct supervision over professional, technical, clerical, or volunteer staff.

**Essential Duties and 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. Welcomes and serves patrons of the library using high quality customer service practices. This includes: greets customers sincerely, speaks in a friendly manner, welcomes and serves customers without regard to race, color, religion, gender, sexual orientation, national origin, perceived or real disability, age, ancestry, or other characteristics; acknowledges customer's presence as soon as possible, even if occupied; does not communicate any value judgment when interacting with customers, and verifies that customer's needs are met.
2. May at times have unsupervised access to children under the age of 18 or a vulnerable adult or person.
3. Represents the District and the Library Director's Office while screening calls, visitors and mail; responds to requests for information and assistance; resolves citizen concerns and complaints; refers sensitive requests and concerns to the Library Director or other managers as appropriate.

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4. Maintains the calendar of the Library Director's office activities, meetings and various events; coordinates activities with other Library departments, the public and outside agencies. Schedules, coordinates, and follows up on board meetings and board committee meetings with board members and management.
5. Develops effective working relationships with the media, including but not limited to the preparation of news releases and background information in conjunction with management.
6. May assist in internal communication production and information within the library system.
7. May coordinate travel arrangements for the Library Director and Board of Trustees.
8. Prepares Board of Trustees meeting agendas and packets; takes and transcribes Board minutes in a timely manner; as instructed by the Library Director types and assembles reports, manuals, newsletters and other materials and distributes to staff, Board and others as appropriate.
9. Independently responds to letters and general correspondence of a routine nature. Drafts letters and memos for the Library Director's signature.
10. Assists the Library Director in a variety of operations; performs special projects, research and assignments as requested; provide confidentiality for highly sensitive information.
11. Responds to all Public Records Requests and maintains records in accordance with the Public Records Act.
12. Researches, compiles and analyzes data for special projects and various reports.
13. Interpret Library policies, procedures, laws and regulations in response to inquiries and complaints; refer inquiries as appropriate.
14. Attends meetings and participates on various committees. Takes and transcribes minutes for various library staff meetings as assigned. Provides staff support to assigned committees.
15. Provides clerical support to administration, as requested by Library Director. Organizes items for action.
16. Maintains originals of all policies and procedures, ensuring that records are current and approved. Maintains and organizes Central Filing system including original contracts and correspondence for the District and Library Director.

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17. Posts any new or revised policies or procedures or other materials (as requested) to staff intranet or web site.
18. Manages Library Director's office; provides administrative assistance; maintains Library Director's files, historical files and contract files.
19. Performs other duties and tasks as assigned.

### **Qualifications**

1. Associate of Arts degree from an accredited college, with related coursework (such as accounting, finance, business, administrative assistant, human resources).
2. Three years of related experience.
3. In lieu of 1-2, equivalent technical training, education, and/or experience may be substituted.
4. A valid Washington driver's license.

### **Knowledge of:**

1. English usage, spelling, grammar, and punctuation.
2. Modern office procedures and practices.
3. Public relations techniques.
4. Basic principles and procedures of auditing and accurate record keeping.
5. Spring Brook or similar automated human resource information systems (HRIS).
6. Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing, spreadsheet, and report writing software, emailing systems, and web-based searching.

### **Skill in:**

1. Ability to maintain confidentiality at all times.
2. Keyboarding, word processing or entering data at a speed and accuracy level necessary for successful job performance.
3. Knowledge and ability to develop and maintain filing systems.

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4. Understanding of and ability to use and develop complex spreadsheets.
5. Completing detail-oriented work in an accurate and timely manner.
6. Developing and maintaining good working relationships.
7. Listening to, understanding and interpreting information received from library vendors, patrons, and library employees.

### Ability to:

1. Use independent judgment in absence of Library Director to facilitate library operations.
2. Anticipate needs, think critically and offer solutions to problems.
3. Gain thorough knowledge of library policies, procedures and programs.
4. Represent the library in a positive, responsive manner to Board of Trustees, staff, the public, library volunteers and supporters, and vendors.
5. Communicate clearly and concisely both orally and in writing.
6. Maintain a high level of integrity and confidentiality regarding human resources and executive/administrative matters.
7. Learn and practice principles of intellectual freedom.
8. Work independently in the absence of supervisor.
9. Analyze situations carefully and adopt effective courses of action.
10. Analyze data and draw logical conclusions.
11. Prepare and maintain accurate reports and records.
12. Establish priorities and organize workload; manage time effectively and remain on task despite interruptions, while paying attention to detail.
13. Establish and maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
14. Work and communicate effectively with diverse staff in order to accomplish library goals and objectives.

15. Operate relevant computer systems, including hardware, software and office machines.
16. Work closely with Director and management staff to coordinate library projects.
17. Attend work on a regular and dependable basis.

**Work Environment and Physical Demands**

1. Normally seated, standing or walking at will.
2. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion.
3. Keyboarding and working at a computer monitor for extended periods required.
4. Phone usage, reading, speaking, and listening required.
5. Interaction with library system staff, library customers, applicants, other libraries, agencies and organizations, or vendors will be necessary to provide and receive information and resolve situations or problems.
6. Travel alone within service area may range over 120 miles in a day.
7. Some early morning, evening and weekend work required.

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Signature

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Date