

## SECRETARY TO LIBRARY DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Library Director, this position performs executive secretarial tasks, relieving the Director of administrative details by receiving and handling inquiries, complaints, and requests related to the library and its programs. In addition, incumbent is responsible for scheduling the library meeting rooms for use by the community. This position must exercise a considerable amount of independent judgement in providing effective administrative and clerical support. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Performs all executive secretarial tasks for the Director, including confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by the Director;

Uses computer applications such as spreadsheets, word processing, e-mail and database software to prepare letters, memoranda and reports;

Maintains calendar of appointments for the Director, ensuring the Director is apprised of all appointments and changes as well as matters requiring immediate attention;

Schedules use of the library meeting rooms: receives, checks against criteria for use, approves and files applications for use; answers related questions, and shows meeting rooms to prospective users;

Screens inquiries and complaints from employees and the general public addressed to the Director; gathers appropriate material from the Director and other staff in order to respond to routine inquiries and routes more complex inquiries along with supporting documentation to library staff as appropriate;

Opens and screens mail addressed to the Director, answers routine mail independently and routes other mail with background material as necessary;

Maintains files for the Director, ensuring that material is properly marked and accessible for immediate use by the Director;

Keeps abreast of upcoming events and programs at the library in order to respond to routine inquiries;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of general business terminology, procedures and equipment; thorough knowledge of the responsibilities of an executive secretary; thorough knowledge of business English, spelling and arithmetic; good knowledge of the capabilities of automated systems equipment to produce various formats/documents such as correspondence, reports, tables, charts and file storage/retrieval; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to manipulate a standard alphanumeric keyboard at a rate of not less than 35 words per minute; ability to compose and edit letters and memoranda; ability to understand and carry out complex oral and written directions; ability to handle administrative details independently; ability to deal with others effectively; ability to compile data and prepare reports; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; clerical aptitude; sound judgment; accuracy; resourcefulness; initiative; neat personal appearance; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and five (5) years of work experience in an office setting that consisted of using software to maintain calendars, schedule meetings, make travel arrangements, draft and create correspondence, presentations, emails and enter and maintain records in databases in support of a higher level administrator or a department or unit head.

SUBSTITUTION: Satisfactory completion of 30 college credits\* may be substituted on a year for year basis for up to four (4) years of the work experience described above.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

Towns, Villages,  
School Districts, Public Library  
J.C.: Competitive  
1d

Job Class Code: S875 / 0875