

Job Posting

Executive Assistant

Flint Public Library seeks an experienced and highly skilled secretary to assist the Executive Director of the Library, the Library Board, Friends of the Library, and the Library's executive leadership team. This is a critical role in a fast-paced environment that is perfect for a high-energy, highly organized multi-tasker. In addition to supporting library staff, the Executive Assistant is the first point of contact for the Director's office with external customers. Excellent communication skills, both verbal and written, are a must.

The candidate must have superb secretarial skills and experience in a Microsoft environment with Office applications and Outlook, as well as experience in managing and organizing digital and paper documents. The job requires a Bachelor's Degree plus experience. See the Job Description at www.fpl.info for full details.

How to apply:

Email a letter of interest and a resume to jobposting@fpl.info. The letter can be addressed to: Flint Public Library Human Resources. This job opportunity is open until filled.

Compensation Package:

Salary Range: \$42,345 to \$49,020

Work hours: 2080 per year, average workweek 40 hours generally Monday through Friday. Some evenings, Saturday and Sunday hours may be required with schedule adjustment allowed.

Benefits:

- Health, Dental & Vision – library pays 80% of premium, employee pays 20% coverage available for full family
- Health Care Savings Plan employer contribution after 5 years of employment.
- Defined benefit pension plan (MERS), 10 year vesting multiplier of 1.5%, 5 year highest salary average
- Employee funded 457 Plan
- Employer paid life insurance and long term disability

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- Additional employee paid insurance provided through AFLAC
- Paid Vacation days ranging from 10 days per year to 20 days per year dependent upon seniority
- Paid Sick leave 96 hours awarded annually.
- Paid Personal leave 16 hours awarded annually.
- Paid Holidays 14 days plus 16 hours of floating holiday.

About Flint Public Library

Flint Public Library serves the people of Flint, Michigan, through a 90,000 square foot library located in the amazing Flint Cultural Center. The fully renovated library building re-opened to the public in May 2022 after a multi-year transformation that more than doubled the space for children's services and digital services, dedicated a new space for local history and genealogy, and created 19 public meeting rooms of various sizes.

The Library recognizes that we now live in a knowledge economy, where most people can no longer earn a living wage by making things, as they did when factories were the anchor of the local economy. The Library aims to ensure that Flint citizens have digital skills, high literacy, and the ability to keep learning new things to be competitive for the best jobs. That's why the Library's **mission is to be Flint's go-to place to learn for life.**

This mission helps to guide the Library's areas of focus. While some things, such as having books and serving as a hub for local genealogy and history will remain a given, the Library invests most of its resources in the following three priorities.

- **Early Childhood Literacy:** Helping parents and caregivers prepare children to read and exposing kids to STEM programming.
- **Digital Learning:** Filling the technology education gap by exposing students to aspects of computer science and making technology accessible to the public.
- **Community Hub:** Providing an abundant and welcoming space where people can gather for learning, dialogue, or entertainment.

Flint Public Library's most important requirement of staff is a commitment to provide excellent customer service in an environment that welcomes diverse populations.

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The Library has a small and dedicated staff, with between 30 and 35 permanent staff who serve the 81,000 residents of Flint five days a week. All public service staff work the same days and hours: Tuesday through Saturday, including three evenings. See www.fpl.info for library open hours. Staff has five holiday weekend Saturdays off throughout the year and can arrange weekends off during their vacations. Administrative staff generally work Monday through Friday with some evenings and weekends required.

If you have not visited Flint and have only heard about it on the news, please come and see the reality. The people of Flint love their City and community. They work diligently from the neighborhood level on up to help the community thrive and grow. They love their library and have always voted Yes to funding requests, including bonds for the library renovation. Flint Public Library strives to fulfill the community's trust in us and provide the services they want and need. Join our team and be a part of it!

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Executive Assistant

Reports to: Executive Director
Range: Non-Union, range \$42,345 - \$49,020
52-week position, 40 hours per week

Summary: The Executive Assistant provides complex and confidential liaison, communication, and administrative assistance to the Executive Director and the Executive Leadership team as well as the Board of Trustees, other agencies, library staff and the public.

Duties

1. Provides confidential secretarial, administrative and community relations support to the Executive Director, Board of Trustees, Executive Leadership team and other administrative personnel, working independently much of the time.
2. Manages office operations for the library. Develops office procedures, forms and designs and maintains both digital and physical filing systems. Drafts notes, minutes, correspondence, reports, and presentation materials; maintains mailing and contact lists and prepares mailings; proofreads and checks materials for accuracy; enters and maintains a variety of data in spreadsheets; tracks deadlines for reports and grants and assists in their preparation and filing.
3. Maintains Executive Director, Board of Directors and senior leadership team calendars; coordinates and attends meetings; takes notes and transcribes minutes; makes travel arrangements.
4. Serves as administrative assistant to the Board of Trustees, its officers and its committees. Under the guidance of the Executive Director, prepares and maintains all records required by law of a District Library Board.
5. Provides administrative support to the Friends of the Flint Public Library as requested by the Executive Director.
6. Receives and screens visitors, emails and telephone calls, providing information and resolving complaints that may require the use of sound independent judgment and the interpretation of policies and procedures. Prioritizes these contacts for effective problem resolution and referral to the Executive Director or other appropriate staff when necessary.

7. Partners with the Programming and Events Coordinator on managing library meeting room use, including handling patron questions and requests and working with customers and caterers on meeting arrangements and setups. Backs up the Programming and Events Coordinator during absences.
8. Assists Executive Director and Director of Finance and Human Resources with preparing and monitoring job postings, responding to applications, arranging candidate interviews and other pre-employment tasks.
9. Works collaboratively with other library staff on projects, grants, reports, research, and statistics.
10. Performs other duties as requested.

Qualifications and Job Requirements

1. This job requires a Bachelor's Degree, preferably in Business Administration, Liberal Arts or Education with a minimum of two years' experience holding a senior office level position. An equivalent combination of education and experience will be considered.
2. Ability to work effectively and independently in situations with many tasks and multiple deadlines in support of multiple personnel.
3. A demonstrated commitment to excellent customer service and providing a welcoming environment for diverse populations.
4. Ability to maintain strict confidentiality where required.
5. Excellent command of Microsoft Word, Excel, Powerpoint and Outlook. Computer skills to effectively utilize library and business applications, file storage systems, and other digital media platforms. A demonstrated ability to self-learn new digital skills.
6. Demonstrated excellent writing skills and correct business English, including spelling, grammar and punctuation.
7. Effective interpersonal communication skills involving enunciation and articulation and the ability to present prepared materials to various audiences.
8. Ability to perform work under minimal supervision with latitude in exercising judgment in determining work methods and results.
9. Ability to travel between related places of business as needed.
10. Hearing ability to answer telephone inquiries and visual abilities to facilitate interactions while using technology.
11. Physical ability to lift/carry materials weighing up to 50 pounds.

Working Conditions

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise; there may be some outdoor work.
2. May include out of county or out of state travel for meetings and conferences.
3. Work hours will be varied, including evenings and weekend hours.
4. Frequent sitting/standing in one position for extended periods of time.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.