EXECUTIVE ASSISTANT
PENROSE
(40 hours, exempt)
Position # 190510001

DATE POSTED: January 24, 2020
LOCATION: 20 N. Cascade Ave., Colorado Springs, CO 80903
SALARY RANGE: $20.52 per hour + full benefits benefits (for benefits information, please see: http://ppld.org/jobs/benefits)

POSITION HOURS: 40 hours per week per the following schedule:
Monday – Friday between the hours of 8:00 a.m. – 5:00 p.m.
Occasional nights as needed

Note: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

APPLICATION PROCEDURE:
1. Complete a PPLD online application located at ppld.org/jobs on the application tab.
2. Required: Resume and cover letter highlighting your relevant work experience and qualifications for the position should be submitted in the following file types: .doc, .docx, .pdf, .htm
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, Ext. 6380.

CLOSING DATE: Online applications must be received by February 6, 2020 at 9:59 p.m., MST.

CONDITIONS OF EMPLOYMENT:
All selected candidates…
- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities
- may be required to undergo a physical examination after a job offer is extended in order to ensure that the job’s physical requirements are met
- must understand and comply with PPLD’s drug-free workplace policy
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law

As an Equal Opportunity Employer, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

EOE
Position Summary: Operates in a diverse environment to help fulfill the Library’s mission by providing high-level administrative and secretarial support to the Board of Trustees, Chief Librarian, and Chief Public Services Officer.

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

- Uses extensive administrative, technical, and organizational skills to accomplish assigned tasks; maintains detailed knowledge of PPLD operations, objectives, and strategic goals.
- Coordinates all activities of the Board of Trustees; prepares and distributes agendas and supporting documents for meetings; coordinates meeting logistics and accurate recording of minutes; acts as primary point of contact between Board of Trustees and library staff; maintains thorough knowledge of Colorado library law and Open Meeting requirements.
- Maintains confidentiality and discretion regarding Library and Board of Trustee actions.
- Provides excellent customer service in person, over the phone, or via email when interacting with PPLD staff, residents, Board members, and community leaders; creates a courteous and welcoming point of contact.
- Prepares letters, memos, reports, purchase requests, and other documents for signature; records and distributes minutes of various meetings as assigned.
- Serves as the first point of contact for the office of the Chief Librarian, maintains calendar, and screens visitors; responds to public, staff, vendor, or community leader inquiries. Performs similar duties for Chief Public Services Officer as requested.
- Compiles and distributes monthly statistical reports; gathers information and submits required annual statistics to the State Library or other agencies, as required.
- Coordinates all activities of the Leadership Team; prepares and distributes agendas and supporting documents for meetings; coordinates meeting logistics and accurate recording of minutes.
- Routes incoming mail and performs miscellaneous clerical duties; maintains paper and electronic file systems for documents, and correspondence in compliance with state records retention law.
- Coordinates Chief Librarian’s travel, training, and meeting arrangements. Performs similar duties for Chief Public Services Officer as requested.
- Acts as a Custodian of Record; prepares or assists in preparation of responses to public records requests, which may include gathering information, redaction of protected information, and transmitting a response to the requestor.
- Maintains office forms and files. Maintains and orders office supplies.

Additional Duties and Responsibilities
Duties are considered non-essential and include the following:

- Keeps informed about Library operations, services, and procedures.
- Provides back up support to other administrative assistants or senior managers as needed.
- Participates in special projects as assigned.
- May participate on Library District teams.
- Attends regular department, building, and scheduled All-staff meetings.
- Performs other job-related duties as assigned.
Executive Assistant (cont.)

Required Knowledge, Skills, and Abilities
The employee is expected to perform or possess the following:

- Thorough knowledge of the Pikes Peak Library District’s policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Demonstrates detailed knowledge of Library objectives and priorities.
- Demonstrates excellent verbal and written communication skills, including accurate data entry, proofreading, and editing.
- Maintains effective relationships with Board members, community members, and staff.
- Demonstrates ability to use applications software, including Microsoft Word, Excel, PowerPoint, and Outlook, along with standard office equipment.
- Demonstrates ability to work effectively as a team member, organize daily work, and meet deadlines in a fast-paced, detail-rich environment.

Education and Experience:
1. Associate’s degree required; Bachelor’s degree preferred.
2. Requires a minimum of two years of related administrative experience.
3. Bilingual or multilingual ability is a plus in serving a diverse community.
4. A minimum of one year of library experience is preferred.

Physical and Environmental Conditions:
Work is primarily conducted in an office setting that provides comfortable lighting, temperature, and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to occasionally reach, bend, climb, twist, and squat. Position requires the ability to occasionally lift up to 30 pounds.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.