

ELYRIA PUBLIC LIBRARY

Inclusion, kindness, and respect infuse every chapter of our story!

JOB TITLE: ADMINISTRATIVE ASSISTANT

Department:		FLSA Status:	Hourly Non-Exempt
Location:	Central	Position Type:	Part-Time Flexible Hours
Starting Salary:	\$20.00 Hourly	Hours/Week:	20-29
Supervisor:	Director	Positions Supervised:	

EPL LEADERSHIP MODEL

Model Our Culture and Values - **Coach** for Growth and Development - **Care** Deeply for Your Team

At our core, we believe in leadership that inspires passion, resonates with purpose, and empowers every team member to thrive.

JOB SUMMARY:

The Administrative Assistant provides administrative support to the Library Director and administrative team, ensuring smooth daily operations and organized workflows. This position assists in managing the Director's schedule and communications, coordinates meetings, maintains accurate meeting minutes, and assists in the organization of the library's SharePoint intranet. The Administrative Assistant plays a key role in helping the Director and leadership team stay focused, informed, and effective.

ESSENTIAL DUTIES:

Executive Support:

1. Serve as primary administrative support to the Library Director, anticipating needs and managing day-to-day workflow.
2. Manage the Director's calendar: schedule meetings, appointments, and conference calls; track deadlines; and prioritize tasks to maximize efficiency.
3. Monitor and manage calls, emails, and other communications for the Director, handling routine matters and flagging time-sensitive issues.
4. Keep the Director prepared and organized by ensuring needed materials, notes, and information are ready ahead of meetings and deadlines.
5. Maintain confidentiality and handle sensitive information with discretion.

Meeting & Board Support:

6. Prepare agendas, reports, and presentation materials for leadership and Board of Trustees meetings.
7. Attend all board meetings to take comprehensive minutes; finalize and post approved minutes and related documentation as required by policy.
8. Track and follow up on action items from meetings to ensure timely completion.
9. Manage the preparation, accuracy, and timely distribution of meeting minutes.

Administrative Operations:

10. Provide general administrative support, including handling calls, creating spreadsheets, printing, scanning, and maintaining contact lists.
11. Provide clerical support to trustees and library partnerships as directed.
12. Assist in the collection, organization, and presentation of Library statistics.
13. Process incoming and outgoing mail and route items appropriately.
14. Initiate and manage special projects and initiatives as assigned by the Director.

Admin Team Support:

15. Assist with planning and coordinating staff events, training, and other organizational functions.
16. Collaborate with the administrative team to support organizational priorities and streamline internal workflows.
17. Collaborate and provide support as needed across all library services to ensure the efficient and effective delivery of exceptional library experiences for patrons and staff.
18. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Education:	High School Diploma or equivalent required
Years of Relevant Experience:	Three (3) or more years preferred
Years of Supervisory Experience:	Three (3) or more years preferred
A valid driver's license, automobile insurance, and reliable personal transportation is required.	

JOB REQUIREMENTS:

1. Skills in data entry, data analysis, and report generation to support office operations.
2. Skill in customer service.
3. Excellent communication and time management skills
4. Strong organizational abilities to maintain digital and physical files and records.
5. Computer proficiency
6. Experience in keeping accurate meeting minutes and maintaining organized records.
7. Welcoming and professional demeanor.
8. Ability to operate both general and role specific equipment and technology used by the Elyria Public Library, with or without accommodation.

WORK CONDITIONS:

1. The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, warehouse, outdoors, and rooftops which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
2. The noise level in the work environment is usually quiet.
3. Lifting heavy objects [over 50 pounds] and carrying them short distances [50 feet or less] is required.
4. May require working irregular hours, including evenings and weekends.
5. Local travel by personal automobile is required. Occasional overnight travel may be required.

LEADERSHIP COMPETENCIES:

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| • Model-Coach-Care | • Organizational Awareness |
| • Social & Emotional Intelligence | • Effective Communication |
| • Adaptability | • Positive Outlook |
| • Problem Solving | • Leadership |
| • Collaboration | • Customer Service |

PERFORMANCE METRICS:

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|-------------------------|-----------------------------|
| • Mentoring & Coaching | • Innovation & Creativity |
| • Employee Engagement | • Project Management |
| • Community Engagement | • Continuous Education |
| • Customer Satisfaction | • Administrative Efficiency |
| • Patron Awareness | • Compliance |

The purpose of this position description is to offer a comprehensive overview of the primary duties and responsibilities typically undertaken by individuals in this role. Employees may be asked to perform job-related tasks beyond those explicitly outlined in this document. Reasonable accommodations will be made for persons with disabilities covered by the American with Disability Act (ADA) in accordance with its requirements.
