

James V. Brown Library Position Description

The James V. Brown Library is the place to go to Learn, Connect and Grow

Job Title: Executive Assistant	Department: Administration
Classification: Library Assistant/ Business Support II	Reports To: Chief Executive Officer & Director
FLSA Status: Non-Exempt	Date Approved: 4/2026

This position description is not meant to be all-inclusive. There may be other duties assigned that fit within the overall responsibilities of each position.

Summary: The Executive Assistant supports the Chief Executive Officer & Director by performing a variety of skilled, confidential, and administrative tasks on behalf of the Chief Executive Officer & Director of the Library. This position will also assist in the business office and other departments on an as needed basis.

Committee Responsibilities: Takes minutes and keeps a record of board meetings and other meetings as assigned.

Essential Duties and Responsibilities: The following list is representative of the typical duties and responsibilities performed. The employee's actual duties and responsibilities may vary slightly depending on needs and assignments.

- Assists with board meetings including preparing agenda and meeting materials, compiling the board packet, polling board members for attendance, preparing and distributing meeting minutes, scheduling, ordering lunches and other related activities. This person will serve as the board contact on behalf of the Chief Executive Officer & Director.
- Prepares minutes for any internal meetings as assigned, i.e. monthly meetings.
- Organizes and manages all Chief Executive Officer & Director official correspondence, county, state and federal reporting requirements and maintains electronic or hard copy files of data and information.
- Manages Chief Executive Officer & Director's office calendar, appointments, reports, presentations and files.
- Serves as research assistant to the Chief Executive Officer & Director, searching for and organizing data for decision making.

- Orders lunches for all internal meetings and workshops by request and co-manages the library's meal budget.
- Assists in the business office as time allows for various tasks including but not limited to cash receipts, research, filing, etc.
- Assists Department Director with initiatives as time allows.

Education Required: Must possess a high school diploma or equivalent. Associates degree in business is preferred.

Experience and Qualifications: Must have strong analytical, administrative and organizational skills, professional demeanor and attire, and operate with a high level of professionalism and confidentiality.

Working Conditions and Physical Demands:

The physical demands described below are representative of those that must be met in order to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties and responsibilities of this position, the employee is regularly required to speak and hear at a conversational level, use hands to handle objects, stand or sit for long periods of time, lift and/or move up to 10 pounds, reach, stoop, kneel or crouch. The employee is frequently required to lift and/or move up to 25 pounds and traverse stairs. Occasionally, the employee is required to lift and/or move up to 50 pounds.