

**Executive Assistant to State Librarian  
Vermont Department of Libraries  
Agency of Administration**

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**Job ID: 617806  
Position Status: Exempt  
Full time: 40 hours/week**

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Performs administrative, clerical, public relations, and technical work at a professional level for the Department of Libraries. Duties include: serving as the Executive Assistant to the State Librarian and overseeing daily central office operations. Includes contact with: the general public, libraries statewide, state agencies, partner organizations, and elected officials. Duties are performed under the general direction and supervision of the State Librarian.

**Executive Assistant to the State Librarian (SL) for the Department of Libraries**

- Provides high-level administrative support to the State Librarian by handling information requests, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings and appointments;
- May provide clerical support for the Assistant State Librarian;
- Coordinates mailings and management of grant agreements and other documentation connected with statewide services to libraries;
- Manages paperwork connected with grant awards to libraries; May administer grant programs, perform grant management, and participate in grant-writing;
- Coordinates department contracts and agreements with vendors and other entities;
- Prepares and maintains spreadsheets, keeps accounts, and assists SL in compiling reports for the agency business office, grant funders, and federal funding agency;
- Communicates with Agency Business staff regarding invoicing, budget, accounts, and financial reports;
- Prepares and edits reports;
- Prepares and distributes minutes and agendas of meetings of the VT Board of Libraries (BOL);
- Handles paperwork, correspondence and required public warnings related to BOL geographic naming activities, including contact with U.S.G.S. personnel;
- Assists SL with support tasks, preparing financial reports, and other paperwork associated with the Vermont Public Library Foundation;
- Writes press releases and performs other public relations and marketing tasks;
- Oversees day-to-day operation in the central office and helps create and maintain written policies and procedures;

- Maintains selected website content for Department; may be assigned broader website management and development responsibilities;
- Assigns and monitors work of office support staff; may have supervisory responsibilities and participate in staff training;
- Works at the Department's reception desk as needed;
- Handles special assignments in support of the Board of Libraries, or other Department-specific groups;
- Handles travel arrangements and event planning;
- Attends meetings, trainings or conferences, as assigned;
- Tracks and monitors legislation, as assigned;
- May have specific program responsibilities, including project management;
- May interview people, both in person and over the phone, to gather information or data in support of Department functions;
- Performs related duties as required.

### **Environmental Factors**

Duties are performed in a standard business setting. Some travel may be required, including that for which private means of transportation must be available.

The ability to interact with people (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Some work outside of the regular work schedule may be necessary. Strong differences of opinion may be encountered.

### **Minimum Qualifications:**

#### **Knowledge, Skills, and Abilities**

- Thorough working knowledge of and ability to use standard computer technology and software applications, including MS Office applications, especially Word, Excel and PowerPoint;
- Ability to do Internet searching and online research;
- Knowledge of the principles and practices of public/office administration and organizational theory and practice;
- Knowledge and ability in basic accounting, and ability to create and maintain financial spreadsheets;
- Ability to develop and implement administrative procedures and policies and evaluate their effectiveness;
- Proven ability to supervise;
- Ability to exercise discretion in interpreting and applying policies, rules and regulations of considerable complexity;
- Excellent communication skills, both orally and in writing;

- Ability to read and analyze incoming memos, submissions, financial statements, statistics, and reports in order to determine their significance or plan for reporting or distribution;
- Ability to understand and apply the Vermont statutes, regulations, and governing administrative processes and organizational unit programs;
- Awareness of the legislative process in Vermont;
- Ability to file and retrieve documents, records, statistics and reports;
- Ability to create reports, spreadsheets, PowerPoint slides, and other documents;
- Ability to establish and maintain effective working relationships and ability to work well as part of a team;
- Ability to work independently, with little or no supervision;
- Well-organized; ability to prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner;
- Discreet; able to appropriately handle confidential information;
- Enjoy the administrative challenges of supporting a small office of diverse people and programs;
- Poise, maturity, and the ability to communicate effectively with a variety of people, sometimes in difficult situations;
- Strong decision-making ability;
- Excellent customer service skills.

**Education/ Experience Requirements:**

Bachelor’s degree or higher AND two (2) years or more of experience at a professional level in public administration, business, or program management.

OR

Associate’s (2-year college) degree AND four (4) years or more of experience providing professional administrative-level services to a business or organization.

OR

High school diploma or equivalent AND six (6) years of experience providing professional administrative-level services to a business or organization.

Revised: 9/2015