

Job Title: Executive Assistant to the State Librarian

Job ID: 617806

Location: Montpelier

Full/Part Time: Full-Time

Regular/Temporary: Exempt

Regular Shift: N/A

Posting date: October 5, 2015

Hourly Rate: \$19.50

Pay Grade: 97

Department: Department of Libraries **Application Deadline:** October 19, 2015

General Information

This position (Executive Assistant to the State Librarian, Job Opening # 617806) is open to all State employees and external applicants.

This is an exempt position.

Full Job Description is available at www.libraries.vermont.gov

If you would like more information about this position, please contact Tom McMurdo, Collections & Digital Initiatives Librarian, at 802-828-6953, thomas.mcmurdo@vermont.gov

******DO NOT APPLY ONLINE******

To Apply:

Send a cover letter and resume to: Office of the State Librarian, 109 State Street, Montpelier, VT 05609-0601, or send with email (Subject of email: Exec Assistant Application) to: LIB.Contact@vermont.gov

Cover letters should be addressed to the State Librarian and should include information related to the applicant's specific skills and experience which meet specifications in the job description.

Overview

The Department of Libraries is looking for a smart, motivated, and service-minded individual who will support the work of the State Librarian, administer central office functions, and be an active member of the Department team to ensure that Vermont citizens have access to quality information and library services. This is a great opportunity to be part of an organization which is currently engaged in change and strategic planning to improve services and programs. The Executive Assistant to the State Librarian

performs administrative, public relations, clerical and technical work at a professional level for the Department of Libraries. Duties include serving as the principal assistant to the State Librarian and overseeing daily central office operations with regular contact and communication with the general public, libraries statewide, state agencies, partner organizations, elected officials, and media outlets. Duties are performed under the general direction and supervision of the State Librarian and cover a wide range of administrative activities which may include employee supervision, management of financial spreadsheets, accounting, and grants management.

This position requires a thorough working knowledge of and ability to use standard computer technology and software applications, including MS Office applications, especially Word, Excel and PowerPoint and ability to do Internet searching and online research. The successful candidate will: be well organized and able to juggle many competing responsibilities and deadlines; have excellent oral and written communications skills; enjoy working with people and have excellent customer service skills; display an eagerness to learn; be able to exercise discretion in interpreting and applying policies, rules and regulations of considerable complexity; have ability to appropriately handle confidential information; be well-organized and have the ability to work independently, with little or no supervision.

Preferred Qualifications

Qualifications:

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.

Working Conditions

Duties are performed predominately in an office setting. Some travel may be required, including that for which private means of transportation must be available. Incumbents must be adaptable and able to work within tight time limits and under considerable stress. Some evening and weekend duty may be necessary.

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. Strong differences of opinion may be encountered.

Equal Employment Opportunity

The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.