



**March 2020**

<b>Position Available:</b>	<b>Executive Assistant</b>
<b>Salary Range:</b>	<b>\$41,755 - \$66,728</b>
<b>Full Time Position:</b>	<b>Forty (40) hours per week Twelve Mile Location</b>
<b>Fringe Benefits:</b>	<b>Paid vacation, personal business days and sick time. Employer provided health and life insurance, and 401(a).</b>

**Please respond with a cover letter, resume and application. Application is available at [http://history.farmlib.org/pdfs/Employment\\_Application\\_3\\_2018.pdf](http://history.farmlib.org/pdfs/Employment_Application_3_2018.pdf) to:**

**Diane Serresseque, Executive Assistant  
Farmington Community Library  
32737 West Twelve Mile Road  
Farmington Hills, MI 48334  
[Diane.Serresseque@FarmLib.org](mailto:Diane.Serresseque@FarmLib.org)**

**Deadline for Applications: Wednesday, March 25, 2020, by 5:00 p.m.**

**Interviews will be conducted as applications are received.**

**Job Summary:**

Under the supervision of the Director, the Executive Assistant is a highly responsible administrative position. The Executive Assistant has primary responsibilities as the recording secretary for the Library Board, assistant to the Director and general procurement officer for the Library. With line responsibility to the Office Assistants, the Executive Assistant supervises the workflow emanating in and out of the Administrative Office, and coordinates Human Resource tasks, as needed.

**Essential Duties/Responsibilities May Include:**

- Serves as Recording Secretary to the Library Board: prepares minutes of meeting, assembles packet for distribution prior to the meetings, handles board correspondence, sets up meeting room requirements, posts according to Open Meetings Act and communicates regularly with Board members.
- Oversees Administrative Office work flow, including: statistics, gift & memorial receipts, publications, and any additional reports requested by the Director.
- Coordinates routine tasks, such as copying, mail sorting/distribution and special bulk mailings.
- Oversees all Library purchasing: release and control of purchase orders; supply inventory records; reconciliation of need, supply and budget for office, operating and maintenance expense line items.
- Contacts vendors for purchase information or contract fulfillment.
- Assures that all Library equipment is in good working order.
- Maintains fixed assets inventory using FASGov Accounting software, prepares auditors reports.
- Maintains personnel records of all current regular full-time and part-time staff.
- Creates and maintains Library files and records, overseeing a Records Retention Program and schedule, in cooperation with the Director.
- Composes and prepares routine correspondence for the Director.
- Assists the Director with any special projects or assignments.
- Prepares annual report of the Administrative Office.
- Makes all conference, hotel and flight reservations.
- Responsible for maintaining OSHA records and reporting accidents/incidents to insurance company.
- Maintains Symmetry Security records and issues key fobs for staff security.
- Retains all applications and posts for employment opportunities.

**Minimum Qualifications:**

- Knowledge normally obtained through completion of high school, plus sufficient additional training, experience or independent study in the secretarial or business area to assure functioning at a high level of proficiency.
- Ability to work independently.
- Ability to accommodate various duties involving different and unrelated processes and methods.
- Ability to make decisions based upon the analysis of the subject, phase or issues and to select the best alternative.
- Demonstration of good mathematical skills with accuracy and reliability.
- Ability to understand and correctly interpret Library policies and procedures, with special focus on personnel policies and fringe benefit administration.
- Highly developed verbal and written communication skills.
- Ability to establish and maintain effective working relationships with other staff, supervisors, the Library Board, city government officials, vendors and the general public. Must demonstrate tact and diplomacy.
- Ability to maintain the confidentiality of Library records.
- Advanced computer literacy for word processing, spreadsheets, and publishing software programs.

**Physical Activity Requirements:**

- The ability to lift, push, and or pull up to 20 lbs., and to push carts weighing up to 200 lbs.
- The ability to sit, stand and walk for long periods
- The ability to bend, reach, crouch or stoop
- Sufficient vision, speech and hearing, which will permit employee to successfully perform functions of this position.

**Equipment Commonly Associated with this Job:**

Computer equipment plus peripherals, telephone reception system, microform reader printers, postage meter and scales, copiers and other office machinery, among others.