

SECRETARY TO LIBRARY DIRECTOR

GENERAL STATEMENT OF DUTIES: Performs executive secretarial work for the Director of the Public Library; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Library Director, this position performs executive secretarial tasks, relieving the Director of administrative detail by receiving and handling inquiries, complaints, and requests related to the library and its programs. In addition, incumbent has the responsibility for scheduling the library meeting rooms for use by the community. This position must exercise a considerable amount of independent judgement in providing effective administrative and clerical support.

EXAMPLES OF WORK: (Illustrative Only)

Performs all executive secretarial tasks for the Director, including confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by the Director;

Uses automated office systems equipment to prepare letters, memoranda and reports;

Maintains calendar of appointments for the Director, ensuring the Director is apprised of all appointments and changes as well as matters requiring immediate attention;

Schedules use of the library meeting rooms: receives, checks against criteria for use, approves and files applications for use; answers related questions, and shows meeting rooms to perspective users;

Screens inquiries and complaints from employees and the general public addressed to the Director; gathers appropriate material from the Director and other staff in order to respond to routine inquiries and routes more complex inquiries along with supporting documentation to library staff as appropriate;

Opens and screens mail addressed to the Director, answers routine mail independently and routes other mail with background material as necessary;

Maintains files for the Director, ensuring that material is properly marked and accessible for immediate use by the Director;

Keeps abreast of upcoming events and programs at the library in order to respond to routine inquiries;

Uses computer applications or other automated systems such as spreadsheets, word processing, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of general business terminology, procedures and equipment; thorough knowledge of the responsibilities of an executive secretary; thorough knowledge of business English, spelling and arithmetic; good knowledge of the capabilities of automated systems equipment to produce various formats/documents such as correspondence, reports, tables, charts and file storage/retrieval; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to manipulate an alphanumeric keyboard; ability to compose and edit routine letters and memoranda; ability to understand and carry out complex oral and written directions; ability to handle administrative details independently; ability to deal with others effectively; ability to compile data and prepare reports; accuracy; resourcefulness; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) five years secretarial experience, three years of which must have included either typing or the use of automated systems equipment; or (b) graduation from an approved two year secretarial or business school course and three years of experience as specified in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

Towns, Villages,
School District Public Library
J.C.: Competitive

Job Class Code: S875
0875