

Position Title	Executive Assistant		
Working Title			
FLSA Status	Eligible	Job Code	
Salary Band	A3	Revised	1/2019

General Purpose

Working under moderate supervision within established procedures, this position performs a variety of specialized, complex, and confidential administrative services for the Board of Trustees and the Executive Director in support of District operations, functions, and programs.

Illustrative Examples of Duties and Responsibilities

Serves as confidential assistant to the Executive Director, and Board of Trustees; maintains confidentiality of all privileged and/or sensitive information; takes minutes and prepares permanent, binding record of Board meetings; conducts follow up on board actions as necessary; composes letters and memoranda; writes/edits reports and other correspondence as necessary.

Performs administrative functions, such as gathering data, preparing correspondence, memoranda and reports. Proofreads and edits drafts of proposed policies and procedures; edits, assembles and distributes the materials packet for the monthly Board of Trustees' meetings.

Ensures approved Board resolutions are filed with the appropriate agency in a timely manner.

Organizes and maintains the District's central file system; performs archiving and records retention activities using the Washington State Records Retention Schedule; maintains files of current District policies and procedures, Board of Trustees' actions and meeting background materials,.

Serves as the District's public records officer to provide access under the Open Public Records Act.

Maintains accuracy of information posted on the District's website and the staff Intranet for Administrative and Board of Trustees sections; and , including policies, procedures, ensuring updates are posted as needed.

Coordinates administrative staff and meeting schedules; assists with meeting arrangements; may coordinate travel and conference arrangements for the Executive Director, and Board of Trustees.

May provide administrative support and/or project management support for assigned District projects

Performs other related duties as assigned.



www.sclld.org
 Administrative Offices
 509.893.8200
 fax 509.893.8472

Airway Heights Library
 509.893.8250
 Argonne Library
 509.893.8260

Cheney Library
 509.893.8280
 Deer Park Library
 509.893.8300

Fairfield Library
 509.893.8320
 Medical Lake Library
 509.893.8330

Moran Prairie Library
 509.893.8340
 North Spokane Library
 509.893.8350

Otis Orchards Library
 509.893.8390
 Spokane Valley Library
 509.893.8400

Supervision

Reports to

- Executive Director
- Directed by Executive Director/Board of Trustees

Supervises

n/a

Minimum Qualifications

Required

- Associate degree
- Five years' recent increasingly responsible administrative support experience, including two years at the executive level.

Preferred

- Bachelor's degree
- Experience working with a governing board

The District may accept an equivalent combination of education and experience in lieu of the above requirements.

Necessary Knowledge, Skills & Abilities

Knowledge of

- Office procedures, methods and equipment.
- Parliamentary procedure as it relates to Board of Trustees' meetings.
- Coordination of travel arrangements; e.g., conference registration, airfare, hotels, rental cars, local public transportation and use of Internet.
- Washington State records retention rules
- Washington State Public Records & Open Public Meetings Acts

Skill in

- Use of personal computer and Microsoft Office and SharePoint software.
- Use of Adobe Acrobat

Ability to

- Handle multiple project assignments and meet deadlines.
- Organize and maintain records and files.
- Express ideas clearly and concisely verbally and in writing; be discreet and use good judgment when dealing with confidential matters.
- Gather and analyze data and prepare reports, memoranda and other correspondence; accurately proofread written materials.
- Establish and maintain effective working relationships with other employees, public and private officials, Executive Director, Board of Trustees and the public.
- Consistently demonstrate effective customer service behavior(s);



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- Interact in a professional and respectful manner with District staff and the public;
- Maintain confidentiality of customer information;
- Use initiative, problem-solving skills, and sound judgment;
- Work quickly and accurately; follow directions; meet deadlines.

Work Environment/Physical Demands

Work is performed primarily in an office environment while sitting/standing at a desk for extended periods of time. Multiple interruptions, troubleshooting, and solving problems requiring research and interpretation are illustrative of the environmental requirements of the position.

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift or move up to 40 pounds, and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck.

Special Requirements

- Criminal background check required.
- Must have valid driver’s license and required mandatory insurance when operating a privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

The duties listed above are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved

<i>Signature</i>	<i>Date</i>
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