Executive Administrative Assistant

Description

The Washington County Free Library (WCFL) seeks an experienced Executive Administrative Assistant with strong interpersonal abilities and professional level written and verbal communication skills to work in the main administrative offices. This position requires the ability to exercise independent judgment and initiative, to successfully multitask and juggle priorities, and to exercise good time management and be flexible when needed.

Reporting to the Executive Director, the Executive Administrative Assistant supports and assists administrative staff, with priority to the Executive Director, greets and directs visitors, answers and directs calls, coordinates meeting room use at the main library, and acts as liaison to the Board of Trustees. The successful candidate must have the technical skills sufficient to do all expected tasks in a timely manner and the ability to learn new skills as needed.

Located in Western Maryland, in the tri-state area where Maryland, West Virginia, and Pennsylvania meet, WCFL is a rapidly developing system dedicated to building a strong and vibrant community. By facilitating the public's freedom to explore, learn, and transform, WCFL connects people to ideas and resources and to each other, helping to foster individual and community growth.

Location: Fletcher Branch of the Washington County Free Library.

Hours: Full-time; 37.5 hours per week; full benefits.

Salary ranges: Anticipated hiring rate will be $19.23/hour.

Essential Functions

This list is representative and does not include all the duties this position entails:

- Assists the Executive Director and other administrative staff as needed, with priority to the Executive Director.
- Screens incoming calls for the Executive Director and assists with maintaining the Executive Director's calendar.
- Answers all phone calls coming into the Hagerstown location, transfers calls to the appropriate person or department.
- Acts as liaison to the Board of Trustees as required, including, but not limited to, professional correspondence, taking minutes during meetings, and assisting in meeting arrangements and preparation.
- Greets and directs the general public to the appropriate staff member or department.
- Reserves and tracks meeting rooms for groups and individuals and troubleshoots scheduling conflicts.
- Executes purchasing responsibilities as assigned.

- Uses excellent customer service skills with internal and external customers.
- Coordinates and tracks volunteer hours.

Skills, and Abilities

- Excellent customer service and professional level communication skills.
- Ability to act in a professional manner at all times and to maintain confidentiality as needed.
- Familiarity with new applications of computer technology related to general office work and accounting, and proficiency in operating various office-related equipment.
- Working familiarity and effectiveness with the applicable parts of the current version of Microsoft 365; includes the ability to add and maintain digital files within SharePoint or any future replacement platforms.
- Ability to organize, plan, and execute work and to set and reach goals with minimal direct supervision.
- Strong attention to detail, organizational skills, and ability to problem solve.
- Ability to establish and maintain effective work relationships with contacts encountered in carrying out the responsibilities of the position.
- Knowledge and skills necessary to work effectively as part of a team toward achievement of common goals and objectives.
- Demonstrated ability to work well under pressure and to meet deadlines, to multi-task and prioritize, and to be flexible as needed.

Qualifications & Requirements:

Education & Work Experience Requirements:

- High School graduate (or GED) and the ability to successfully learn new technology applications and programs.
- Bachelor's degree and a minimum of two years' experience acting in a professional capacity preferred.
- Proficiency in the current version of the Microsoft Office suite and other Microsoft apps and associated platforms.
- Ability to thrive in a fast-paced, evolving environment, managing multiple duties and deadlines simultaneously.

TOTAL COMPENSATION PACKAGE:

WCFL offers an extensive compensation package to reflect how much we value our employees. The following is what you can expect as a full-time, benefited Washington County Free Library employee:

- 15-25 days of annual Vacation Leave, based on years of service.
- 6 paid Personal Days per year.
- 8 hours of Sick Leave per month, unlimited annual carryover.
- 14 paid holidays.
- Paid Parental Leave (6 weeks paid, 6 weeks unpaid).

- Comprehensive Health Insurance Plan, including medical, dental, vision, and prescription coverage.
- Library paid Life Insurance benefit.
- Library paid Accidental Death and Dismemberment Insurance.
- Library paid Short-Term Disability Insurance.
- Library paid Long-Term Insurance.
- State and Employee funded Defined Benefit Pension Plan (Maryland Teachers Retirement System).
    - Vested after 10 years of service.
    - Credit for prior active military service and unused paid Sick Days.
- Eligible to participate in 457b Deferred Compensation Program.
- Eligible for paid training for library and industry specific workshops and courses.
- Public Service Loan Forgiveness (PSLF) eligible employer.
- Work/Life balance programs through the Employee Assistance Program.
- Tuition Reimbursement Program for select degrees.
- Ability to purchase books and media for personal use at a discounted rate.

To apply: Email completed employment application and resume to Admhr@washcolibrary.org. Application can be downloaded at https://www.washcolibrary.org/. Position open until filled.

The Washington County Free Library recognizes the principles of diversity and inclusion, and strives to ensure equal opportunities for its workforce, applicants, and community members. If you are a person who wants to make a difference, give back to your community, and be a voice for change, apply to the Washington County Free Library today.