



# METROPOLITAN LIBRARY SYSTEM

## Job Description

**Job Title:** Executive Assistant  
**Reports To:** Chief Executive Officer  
**Division:** Administration

**Position Code:** 1051-112  
**Classification:** Exempt  
**Date:** 01/2025

### JOB SUMMARY:

Provides essential administrative support to the CEO and Metropolitan Library Commission (MLC), facilitating communication on sensitive matters and recording meeting minutes. Acts as a subject matter expert on open meetings and board management software while supervising administrative staff in the Administration department.

### ESSENTIAL JOB FUNCTIONS:

- Attends MLC and Commission Committee meetings as a parliamentary procedure expert, ensuring compliance with the Open Meeting Act by scheduling meetings and providing required advance notices.
- Prepares, distributes, and posts agenda materials for MLC meetings and committees, ensuring all documentation is accessible and organized. Records, transcribes, and posts accurate minutes for MLC and related meetings.
- Maintains up-to-date and accurate Library policies and information for MLC members through effective use of board management software, ensuring easy access for all stakeholders.
- Conducts comprehensive onboarding and training sessions for new MLC members, ensuring they are well-informed and integrated into the organization. Builds and nurtures positive relationships with Board members, executives, and other stakeholders.
- Serves as the primary point of contact for MLC members seeking information or clarification about organizational matters.
- Collects data and prepares and organizes documentation to support the MLC and Commission Committees as requested.
- Collaborates with the CEO to stay updated on key issues and progress toward organizational objectives.
- Participates alongside the CEO and other administrators in meetings with government, community, and business representatives to discuss and coordinate programs of mutual interest.
- Coordinates and schedules appointments, meetings, and reservations for the CEO, ensuring efficient management of departmental calendars.
- Manages the operational activities of the Administration Department, ensuring efficiency and alignment with organizational objectives.
- Carries out supervisory responsibility in accordance with policies, procedures, and applicable laws, including planning, assigning, and directing work, monitoring and appraising performance, addressing complaints, and resolving problems.
- Delivers outstanding guest service to the public, including City and County representatives, business partners, vendors, and interdepartmental staff, fostering positive interactions and relationships.
- Participates in hiring staff, in conjunction with the CEO and the Human Resources Department.
- Reviews renewal contracts and makes recommendations; serves as the point of contact for legal contract reviews.
- Oversees and addresses highly sensitive transactions and inquiries with discretion and professionalism.
- Builds close partnerships with members of the Executive Council to ensure shared goals are achieved, including information sharing, preparation for meetings and events, and ongoing relationship management.
- Undertakes special assignments, including research, report preparation, and program development.
- Organizes project logistics and resources to meet deadlines and ensure quality.
- Drafts confidential letters, memos, agendas, and reports on behalf of the CEO.
- Updates and maintains files, databases, and policy manuals to ensure all documents, agreements, and contracts are up to date.
- Monitors and communicates administrative policies, procedures, and standards to maintain internal and public confidence in the department.
- Assists in formulating the Administration department's annual budget.
- Serves as the primary purchasing submitter for the Administration Department
- Responsible for collecting, organizing, and submitting the CEO's monthly car allowance report.
- Maintains manual and computerized filing systems for data and confidential records in accordance with records retention policies.

- Champions the library's strategic goals and initiatives with the system's mission and core values in mind.
- Completes all required and assigned training on time.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library guest's records, and the code of professional ethics.
- Performs other related duties as assigned.

**FREQUENCY OF TRAVEL REQUIREMENTS:**

- Occasional travel to other library locations
- Occasional travel within the state or nationally for appropriate professional development and networking.

**INTERACTION:**

- Interaction with MLC members, library partners, vendors, staff, and the public.

**MATERIAL AND EQUIPMENT USED**

- Audio/Recording Equipment
- Computer(s)/Printer(s)
- General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

- High School diploma or GED; and
- Three years of executive assistant or administrative management experience or its equivalent in a professional office environment.

**Licenses and Certifications:**

- Oklahoma Notary or meets legal requirements to obtain within 60 days of hire

**HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:**

- Experience working with boards of directors, advisory boards, or governing bodies within the public sector or non-profit organizations
- Associate degree in a related field
- Personnel management experience
- Certified Administrative Professional (CAP) certification through the International Association of Administrative Professionals (IAAP)

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Comprehensive record-keeping and office procedures.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Basic budgetary principles and practices.
- Basic knowledge of library organization, policies, procedures, and equipment.
- Open Meetings Act Law
- Parliamentary Procedure
- Roberts Rules of Order
- All computer applications and hardware related to the performance of the essential functions of the job including virtual meeting platforms.

**Skill in:**

- Managing multiple tasks and competing deadlines while maintaining a professional demeanor.
- Maintaining a high level of attention to detail with excellent follow-up.
- Being self-motivated, proactive, and solution-focused.
- Using tact to effectively deal with the public and staff and work independently with general direction.
- Maintaining a high level of confidentiality.

- Using effective techniques and sound judgment to resolve guest complaints, preparing and delivering appropriate responses in line with organizational values and policies.
- Communicating clearly and concisely in both oral and written forms, including accurate transcription of meeting minutes.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing various informational and statistical data and materials.
- Using an advanced level of interpersonal skills necessary to effectively interact with internal staff, citizens, and other departmental staff to give and extricate information in a courteous and friendly manner.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret, and communicate complicated policies, procedures, and protocols.
- Using analytical skills is necessary to perform numerical calculations to obtain totals, and balances, and verify information from complex forms, and transfer to computers or manual reports.

**Mental and Physical Abilities:**

- Ability to research and assemble various data accurately for comprehensive reporting.
- Ability to read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to travel to various locations and to access reliable transportation to do so.
- While performing the essential functions of this job the employee is frequently required to move from place to place, speak and hear, and lift and/or move up to 20 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50 pounds.

**SUPERVISORY RESPONSIBILITY:**

- This position supervises Administration department staff.

**WORK ENVIRONMENT:**

- Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.
- Occasional evening or weekend work is required.
- This position is eligible for Core and Emergency telework.

**SUMMARY STATEMENT:**

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as the accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.