



**Are you a highly organized and proactive professional with administrative office experience? If you thrive in a dynamic environment, possess exceptional communication skills, and have a keen eye for detail, we invite you to apply to be part of our community-focused team!**

**VIGO COUNTY PUBLIC LIBRARY  
HAS A JOB OPENING FOR A FULL-TIME EXECUTIVE ASSISTANT**

**OPEN TO CURRENT LIBRARY EMPLOYEES AND EXTERNAL CANDIDATES**

**Posting Date: May 28, 2025**

**Application review will continue until the position has been filled.**

**EXECUTIVE ASSISTANT:** Opening for a full-time 40 hours per week non-exempt position in the Administration Department of the Vigo County Public Library.

**GENERAL DESCRIPTION:** The Executive Assistant is responsible for providing support to the Executive Director by performing a variety of duties that facilitate efficient and effective administrative workflow including overseeing general office operations, directing calls, scheduling meetings, organizing information, preparing reports, and documenting and transcribing details of meetings. The Executive Assistant also works closely with the Director of Human Resources to assist with personnel records maintenance and assigned HR processes in support of the goals and objectives of the Vigo County Public Library.

**JOB FUNCTIONS:**

**Core Essential Functions**

- Represent the VCPL's fundamental values of unbiased inclusiveness and respect for others.
- Establish an aware, approachable, and proactive service presence acknowledging customers with eye contact, a greeting, and an offer of assistance.
- Provide a positive service experience for each customer with a focus on facilitating the most beneficial outcome possible for the customer.
- Interpret and provide guidance on library policy and procedure to library customers.
- Address customer behaviors that do not align with the VCPL Rights and Responsibilities in a respectful and constructive manner providing appropriate redirection and employing de-escalation tactics.
- Maintain confidentiality and privacy of library customer information and transactions.

**Essential Functions Performed Daily**

**Administrative:**

- Organize and execute day-to-day and routine Administrative Office operations and activities such as gathering information and data, preparing reports, and maintaining physical and digital records and files.
- Serve as initial contact and handle incoming communications for the Administrative Office from customers, vendors, staff, and others who visit or contact the Administrative Office. Respond to inquiries, take messages, and assist the Executive Director with associated information and/or communication needs.
- Schedule appointments and meetings on behalf of the Executive Director as needed and coordinate related communications and information.
- Maintain professional communications with library related contacts in a variety of venues and formats including in person, by letter or memo, telephone, email, and/or social media platforms.
- Responsible for maintaining and managing monetary donation correspondence, including processing donation letters, acknowledgments, and related communication to ensure timely and accurate acknowledgment of contributions.

- Utilize internal budgeting software to create encumbrances for administration purchases.
- Maintain administrative files such as agreements, contracts, and other library records in paper and electronic formats in accordance with local and State guidelines. Monitor record retention requirements and coordinate with the Executive Director regarding maintenance and/or disposition of records.
- Maintain confidentiality of administrative files, personnel files, records, and information as required.
- Assist the Executive Director with project management including coordinating schedules and flow of communication as needed and monitoring project goals and deadlines.
- Represent the VCPL internally and externally in a professional and positive manner.

### **Essential Functions Performed Frequently**

#### **Human Resources:**

- Prepare FMLA forms and related communications for employees in coordination with the Director of Human Resources.
- Assist the Director of Human Resources with assigned human resources processes and procedures such as assembly of active and inactive personnel files, filing personnel change reports and other confidential documents, recording data in the Master Employment Log, coordinating the acquisition of staff service awards, and assisting with Staff Institute planning and implementation.
- Coordinate the Staff Wellness Program, including planning and organizing wellness activities, and tracking staff participation and awards.
- Maintain records of employee years of service to coordinate annual service award ceremony and order recognition awards.
- Create LEU certificates for staff and check Indiana State Library (ISL) website for LEU blanket approvals.
- Maintain/update the VCPL Policy and Staff Manuals on the network drive, employee portal, and in hard copy format.

#### **Board of Trustees:**

- Assist the Executive Director with the compilation, digital and physical posting/distribution, and release of information for the monthly report to the Board of Trustees
- Attend all Board of Trustees meetings and perform related administrative duties including reserving and confirming the meeting room, equipment set up, taking and transcribing minutes of the meeting, and ensuring all meeting documents have been signed as needed.
- Maintain board meeting permanent records in accordance with local and State guidelines.
- Track terms for Board Members so appointing bodies may be notified of term expirations.
- Serve as contact person for the appointing bodies of members of the Board of Trustees and other state, county, or municipal offices concerning matters related to VCPL.

#### **Friends of the Library:**

- Serve as Administrative Liaison to the Friends of the VCPL and attend monthly Friends' Board Meetings.
- Maintain the Friends' membership database in Microsoft Access and create membership cards as needed.
- Assist Friends with monthly book sales by creating sale flyers and managing advertising in coordination with the VCPL Public Relations Department and assist with setting up and teardown of tables, equipment, etc. for the sales.
- Perform financial management processes for Friends such as preparing and making bank deposits; managing the Friends Paypal account; and assisting with reconciliation of receipts and cash box.
- File reports for the Friends such as annual sales tax and Indiana Business Entity Report, insurance and accounting invoices, file biannual registered merchant certificate, and sales tax-exempt certificate.
- Maintain Excel spreadsheet of Friends' postage costs for reimbursement to VCPL.
- Facilitate the Friend's funding request process for library departments seeking Friend's funding for special projects or events, etc.

- Provide guidance to the Friends for maintenance of Friends' website and social media presence.
- Receive and handle all calls or inquiries regarding incoming materials donations to the Friends.
- Review incoming donations and coordinate with Maintenance on processing incoming materials donations including maintaining designated donation storage site in garage area and treating materials selected for delivery to Friends workroom in infrared oven prior to delivery of materials by Maintenance.

**Administrative:**

- Assist the Executive Director with gathering information and preparing reports for the Board of Trustees and local and State governing or regulatory bodies.
- Assist Business Office with checks and balances systems for claims that are not paid electronically.
- Maintain library key control cabinet and coordinate with Human Resources for authorized issuance of keys to library employees.
- Maintain administrative office supplies and submit order requests to the Business Office for special order supplies or supplies not currently in stock.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks.

**Additional Functions Performed Periodically**

- Analyze office practices, reporting processes, and recordkeeping systems and provide the Executive Director with solutions and recommendations for improving practices and systems. Coordinate and monitor implementation of approved changes.
- Maintain operations of administrative office equipment by observing preventive maintenance requirements and scheduling repairs through the Business Office.
- Assist in planning and coordinating events, including managing logistics and arrangements, as well as booking catering services or purchasing food for events.

**Physical and Cognitive Requirements**

- Ability to:
  - Read, write, and understand written and verbal instructions.
  - See and hear various forms of media and materials.
  - File alphabetic and numeric systems.
  - Utilize computer keyboard, monitor, and mouse or use modifying/adaptive devices or equipment with equivalent outcomes.
  - Sustain extended periods of computer based and detail-oriented workflow without loss of accuracy or productivity.
  - Remain stationary for long periods of time either sitting or standing.
  - Move throughout the library and traverse from one interior/exterior location to another.
  - Reach floor level and heights up to six feet.
  - Move carts from 25-75 pounds.
  - Move items ranging from 10-20 pounds.
- High degree of mental acuity with highly developed skill for paying attention to detail.
- Well-developed organizational skills and adept at effectively prioritizing and managing workflow.
- Well-developed communication and interpersonal skills; proficient in communicating effectively with customers, co-workers and vendors orally and through written communication.
- Adept at consistently using tact and patience in interactions with others.
- Able to attend and participate in workshops and training programs onsite/offsite to support continued education and skill development.

**Qualifications**

- Bachelor's level degree preferred with educational focus in Business, Administration, or related field of study desirable. Will consider Associate's degree with specialized training or experience related to the position.

- Two or more years of experience in performing administrative duties with knowledge of office management systems and procedures required.
- Computer skills, including proficiency in typing; proficiency with Windows and Microsoft Office applications with ability to learn new software applications/platforms and adapt to changing technology required.
- Working knowledge of office equipment such as multi-function copiers, fax, and recording and transcription devices for meeting minutes.
- Social Skills
  - Well-developed interpersonal and customer service skills with ability to effectively interact with a wide range of people in a diverse environment required. Prior experience in and enthusiasm working for the public desired.
  - Ability to collaborate and interact as a team member in a multicultural environment required.
  - Ability to project friendliness, enthusiasm, and a positive attitude required.
  - High degree of resourcefulness, tact, and demonstrated good judgment required.
  - Ability to adapt in a changing work environment required.
- Well-developed verbal and written communication skills required with ability to use business writing skills to effectively create, compose, edit, and proofread written materials and reports.
- Ability to maintain confidential information required.
- Well-developed organizational, analytical, and problem-solving skills required.
- Well-developed time management skills with ability to work independently, maintain efficient workflow, and manage multiple priorities, tasks, and deadlines competently and calmly required.
- Ability to be available and represent VCPL during evenings and weekends for community events, programs, professional meetings etc.

**WAGE:** Job Class 4, full-time non-exempt position with a starting rate of pay at **\$19.51 per hour.**

**BENEFITS:** Optional participation in the Anthem PPO Health Plan or High-Deductible Health Plan with HSA, Guardian Vision Insurance, and Guardian Dental insurance. *Through December 31, 2025, employees contribute \$207.68 per month for single employee coverage for participation in PPO Health/Vision/Dental plans, or \$37.68 for single employee coverage participation in HDHP with HSA/Vision/Dental plans.*

Other benefits include paid Life Insurance, paid Long Term Disability Insurance and 100% paid participation in the Indiana Public Retirement System. Tuition reimbursement is available to employees in accordance with the VCPL Staff Development policy.

Full-time employees are eligible for 12 paid holidays per year and accrual of paid vacation and sick leave equivalent to 2 vacation leave days and 1 sick leave day for every active month of employment.

**SCHEDULE:** Generally, Monday through Friday, from 8:00am-5:00pm, or 8:30am-5:30pm. Includes some evening and weekend work to support the Friends of the Library functions, outreach events, and administrative functions for the VCPL Board of Trustees Meetings.

#### **APPLICATION:**

**Preferred methods of application:** 1) Visit <https://vigolibrary.org/about-2/careers/> to download the VCPL employment application form. Email the completed application form along with cover letter and resume to [application@vigolibrary.org](mailto:application@vigolibrary.org) ; or 2) submit application materials online at [www.indeed.com](http://www.indeed.com).

Current VCPL employees who wish to apply for this position must complete a VCPL employment application form and submit it with a cover letter and resume to Human Resources.

**Application review will continue until the position is filled. Applicants whose qualifications best match the requirements of the position will be contacted for an interview.**

**Vigo County Public Library is an E-Verify Employer.**

The Vigo County Public Library provides equal opportunities to all applicants for employment without regard to race, color, creed, religious belief, sex, sexual orientation, gender identity or expression, national origin, age physical or mental disability, ancestry, or veteran status. Vigo County Public Library complies with all applicable federal state and local laws governing nondiscrimination in employment in every library location. The Equal Employment Opportunity Policy applies to all terms and conditions of employment, including, but not limited to, recruitment, selection, training, hiring, termination, transfer, leaves of absence, compensation, or any other personnel action.

**Human Resources, Vigo County Public Library**