



Assistant to the Executive Director

Reporting to the Executive Director, this position plays a critical role in the library. This person is responsible for providing high-level administrative support and assistance to the Executive Director. Responsibilities include coordinating the schedule and communications of the Executive Director, providing administrative assistance, including notetaking and recordkeeping, for the Board of Trustees and its committees, acting as the primary point of contact internally and externally for the library's administrative functions, providing general clerical support to the Operational Leadership team, managing room rentals, ordering and tracking administrative and shared supplies for the library, and coordinating and managing administrative duties and special projects as assigned.

The person in this position is often the first face or voice a volunteer, partner, or vendor meets. They must provide a consistently positive, welcoming, and professional demeanor and image of the library to Trustees, donors, callers, colleagues, and visitors. This position must be flexible and able to exercise good judgement and work accurately in a fast-paced, sometimes unpredictable environment, handling and prioritizing multiple responsibilities. Must have strong written and verbal communication skills, the ability to work independently on projects from conception to completion and be skilled at handling confidential matters with good judgement and discretion. As an institution that is constantly evolving, we are curious, love to learn, and value every interaction with our neighbors and community.

This is a full-time, **37.5 hours per week** onsite position, normally scheduled to work Monday-Friday. **Pay begins at \$25.25/hr.** This is a non-union position.

Nature & Scope

The Assistant to the Executive Director is responsible for:

1. Providing administrative support to the Executive Director (ED). This includes managing and prioritizing email correspondence, preparing reports, fielding general communication and routing calls, visitors, and mail to the appropriate person or department; and handling other ED-designated duties and projects.
2. Managing an extremely active calendar of appointments and requests for the ED's time and attention.
3. Reviewing, assessing, routing answers, and monitoring follow-up action steps in correspondence with the ED.
4. Providing a bridge for smooth communication between the ED and internal departments; demonstrating leadership to maintain credibility, trust, and support.
5. Working closely and effectively with the ED to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Keeping track of issues taking place in the environment and keeping the ED updated.
6. Prioritizing conflicting needs; handling matters expeditiously, confidentially, and following-through on projects to successful completion, often with deadline pressures.
7. Making and managing arrangements for meetings, conferences, travel, staff events, and other occasions.
8. Providing clerical support and assistance with projects for the Operations Team of the library.
9. Serving as principal contact and source of information for Administration, including staff and external partners and patrons.
10. Developing, implementing, and administering Administration office systems and procedures.
11. Maintaining Administration records, Board archives, and official communications records.
12. Providing Administration office management including oversight over supplies and general communications.
13. Interacting with the Board of Trustees by scheduling Board meetings, taking minutes at Board meetings, maintaining records, and distributing reports.

14. Having deep knowledge of library platforms, including Microsoft Office, Teams, and others.
15. Managing room reservation system and external room rentals, including ensuring library policies and procedures are followed, notifying staff of important changes to the calendar of events, handling communication with those making and holding reservations, managing contracts and AV systems, developing reports for the Finance Manager, and aiding with billing.
16. Managing operations for book and merchandise sales, including organizing volunteers and stocking and sorting responsibilities.

This description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. **Additional administrative duties may be asked of this role depending on departmental needs.**

Basic Qualifications

At the entry level, the person in this position requires the following:

- Bachelor's Degree or equivalent combination of education and experience
- Extensive administrative experience, ideally in an executive assistant role
- Excellent writing and communication skills
- Excellent time management skills; proven ability to meet deadlines
- Ability to work independently on multi-part and confidential projects
- Strong organizational skills and attention to detail
- Ability to establish and maintain positive and effective working relationships with community organizations, the general public, library Trustees, and staff members and to convey information effectively and discretely
- Strong service orientation; experience within a non-profit organization preferred

Prior experience with Microsoft Office and Teams; experience with project and workflows management software preferred.

Work Environment and Physical Demands

- This position is performed in a busy and diverse public library environment
- The library hours vary, and this position may include occasional evening and weekend hours
- This position requires use of a computer, regular movement throughout the library locations, with standing, sitting, & lifting up to 30lbs.

Compensation & Benefits

Hours & Pay: This is a full-time, **37.5 hours per week** onsite position, normally scheduled to work Monday-Friday. **Pay begins at \$25.25/hr.**

Benefits & Other Details: Excellent benefits package includes health, dental, and vision insurance, retirement options (in lieu of Social Security), and paid leave.

How to Apply

To apply, please send your resume, letter of interest, and three professional references via email at careers@portlib.org.

Mailed applications may be sent to: Human Resources, Portland Public Library, 5 Monument Square, Portland, ME 04101.

About PPL - Core Values

Portland Public Library is an equal-opportunity employer dedicated to creating a culture that fosters continuous staff development and engagement to reflect the learning role we play for our patrons. We value self-directed growth as well as sharing knowledge and experience, working collaboratively, and communicating openly.

PPL promotes professional engagement with colleagues, with community efforts, and with others in the library field. Every employee of the Portland Public Library strives to offer the highest quality service – externally to library patrons and internally to colleagues.

We are committed to hiring and maintaining a diverse workforce of highly qualified staff to broaden perspectives, promote equity and inclusion, and connect to the breadth of our community. Applicants with racially, ethnically, or culturally diverse identities or backgrounds are encouraged to apply.