**Vermont Department of Libraries**

Job Title: Executive Assistant to the State Librarian (Executive Staff Assistant)

State Job ID: 619465, [www.careers.vermont.gov](http://www.careers.vermont.gov)

Status: Full Time

Job Location: Montpelier

This is an [EXEMPT](http://humanresources.vermont.gov/compensation/exempt-employees) position, open to all State employees and external applicants.

Exempt Pay Grade: 97 *.*

|  |
| --- |
| Overview: |
| The Department of Libraries is looking for a motivated, tech-savvy, and service-minded individual who will support the work of the State Librarian, administer central office functions, and be an active member of the Department’s management team to ensure that Vermont citizens have access to quality information and library services.  This is a great opportunity to be part of an organization which is currently engaged in reorganization and strategic planning to improve services and programs. The Executive Assistant to the State Librarian performs administrative, public relations, clerical, and technical work at a professional level for the Department of Libraries.  Duties include: serving as the prinicipal assistant to the State Librarian; oversight and coordination of daily operations in the central office; creating and managing department policies and procedures; providing clerical support for the Vermont Board of Libraries and handling paperwork and communication related to geographic naming; creating and managing financial spreadsheets, and performing basic accounting, budget monitoring, and grants management.  The Executive Assistant will have contact and communication with libraries statewide, state agencies, partner organizations, elected officials, members of the public, and media outlets. Duties are performed under the general direction and supervision of the State Librarian and cover a wide range of administrative activities.  May include employee supervision, or monitoring of work of Department employees.  This position requires a thorough working knowledge of and ability to use standard computer technology and software applications, including MS Office applications, especially Word, Excel and PowerPoint, and ability to do Internet searching and online research. The successful candidate will: be well organized and able to juggle many competing responsibilities and deadlines; have excellent oral and written communications skills; enjoy working with people and as part of a team;  have excellent customer service skills; display curiosity and an eagerness to learn;  be able to exercise discretion in interpreting and applying policies, rules and regulations of considerable complexity; have ability to appropriately handle confidential information; be well-organized; and have the ability to work independently, with little or no supervision.   |  | | --- | | Education and Experience: | | Bachelor’s degree or higher AND two (2) or more years of experience at a professional level in public administration, business, or program management.  OR  Associate’s degree AND four (4) or more years of experience providing professional administrative-level services to a business or organization.  OR  High school diploma or equivalent AND six (6) or more years of experience providing professional administrative-level services to a business or organization. | |
| Equal Employment Opportunity |
| The State of Vermont is an Equal Opportunity Employer.  Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged. |

|  |
| --- |
| **To Apply:**  **DO NOT APPLY ONLINE**  Send a cover letter and resume to:  Office of the State Librarian, 109 State Street, Montpelier, VT 05609-0601, or send with email (Subject of email:  Exec Assistant Application) to: [LIB.Contact@vermont.gov](mailto:LIB.Contact@vermont.gov)  Cover letters should be addressed to the State Librarian and should include information related to the applicant’s specific skills and experience which meet specifications in the job description.  **Application Deadline: July 12, 2016**  For more information about this position, please contact Tom McMurdo, Collections & Digital Initiatives Librarian, at 802-828-6953, [thomas.mcmurdo@vermont.gov](mailto:thomas.mcmurdo@vermont.gov) |
|  |