

Richmond Public Library staff have been rising to the challenge of modern public library service since 1976. We are proud of our reputation for innovation and embracing change and we understand the value of making a difference in the lives of Richmond community members. Do you have a passion for literacy, commitment to life-long learning and service to our diverse community? Come join us and make our library even better.

Reporting to the Chief Librarian, the Executive Assistant provides support for the exempt management leadership and is comfortable dealing with executives, board members, government officials, customers and all levels of staff. The Executive Assistant provides positive and productive administrative support of the library's business goals. The EA:

- Attends all Board meetings and various meetings that require confidentiality to take and transcribe minutes and meeting notes
- Composes a variety of business correspondence based on an established style guide
- Is the go-to person for writing, editing and publishing business correspondence

Who should apply:

The successful candidate is a proven business team member who possesses:

- A certificate in editing or a post-secondary degree/diploma in a relevant discipline.
- At least five years senior administrative experience, with demonstrated experience:
 - Providing confidential executive support
 - Taking and transcribing meeting minutes
- Advanced computer proficiency, especially with MS Office Suite.

Indigenous candidates and candidates who speak languages in addition to English are welcome and encouraged to apply. Please see our website http://rpl.yourlibrary.ca/account/about_rpl/jobs_at_rpl for details about this position.

Salary:

We offer a competitive exempt salary and benefits package.

How to apply:

Send us a letter describing your career path. Outline how you meet the requirements of the position. Include your resume, and the names of three work references. Send this to: apply@yourlibrary.ca, noting "Executive Assistant" in your subject line.

Personal information submitted will be managed in accordance with the Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment. Applicants must be legally eligible to work in Canada. Preferred candidates will be required to submit a Criminal Record Check. We thank all who apply but only those selected for an interview will be contacted. Interviews will begin being scheduled in **June 2018**, references will be checked after the interview.

This position will remain open until filled. To be considered for this position, please apply today.

Title:	Executive Assistant		
Date:	June 2018	Reviewed by:	S. Walters, Chief Librarian

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Rest	Rest	9-4:30	9-4:30	9-4:30*	9-4:30	9-4:30
*The position will be required to work one Wednesday night per month to attend the Board meeting. Other evening events may arise throughout the year.						

Position #:	03	Department:	Administration	Location:	Brighthouse (Main) Branch
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	Title
Direct Supervisor:	Chief Librarian
Direct Reports:	None
Collaborators:	Manager of Human Resources
	Manager of Information Technology
	City of Richmond staff

Description of Position:

A corporate communicator who composes and edits corporate and confidential communications such as memos, letters, reports, presentations, minutes and meeting notes from draft stage to published work.

The incumbent displays maturity in dealing with sensitive business information, works independently to provide professional, confidential executive support for a broad range of duties to three main clients:

1. Provides confidential support to Chief Librarian (CL):
 - Composes corporate correspondence, presentations, briefing notes, spreadsheets, reports and other correspondence (donor, customer, vendor, etc.)
 - Produces information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics.
 - Maintains confidence and protects operations by keeping information confidential
 - Anticipates needs and bringing important items to the CL's attention
 - Develops and implements new policies and procedures to achieve the library's business goals
 - Assists in editing website (including staff wiki) content and other business documents as directed by the CL
 - Assists in research and projects for the CL
 - Prepares reports by collecting and analysing information
 - Coordinates registrations and travel planning for senior staff and Board
 - Maintains house style guide, oversees new style guides for graphics, web content and more
 - Provides historical reference by developing and utilizing filing and retrieval systems. Works with administrative staff to maintain retention schedules

2. Provides confidential support to Board:
 - Coordinates preparation and distribution of meeting materials
 - Takes and transcribes minutes of the regular, closed and special meetings of the Board
 - Maintains a private blog on WordPress
 - Coordinates annual recruitment with the Clerk's Office, ensures posting on website and branches, social media, arranges interviews, prepares reports to City of Richmond
 - Assists the board with orientation, web access to materials, conference registration, etc.

3. Provides confidential support to Manager of Human Resources:
 - Composes confidential offer letters and staff correspondence
 - Takes notes at regular Labour/Management, Grievance and Health & Safety meetings and other ad hoc meetings.
 - Coordinates criminal record checks for staff and volunteers

Qualification:

Graduation from a post-secondary certificate/diploma program, preferably in writing/editing, such as the SFU certificates in Editing or Plain Language, or a post-secondary degree/diploma in a relevant discipline.

Advanced proficiency in drafting clear and concise communications tailored to specific audiences including corporate, local government, business units, Board members, and others.

Advanced proficiency in MS Office Suite.

5+ years' experience in supporting senior level management.

Excellent interpersonal and communication skills.

Ability to work well in a team environment.

Leadership:

Reports to CL, has no subordinates. Part of the exempt team and must work independently and adhere to a standard of excellence and ethics.

Must demonstrate the ability to use their own initiative, be results-driven and manage time effectively using sound judgement.