

EXECUTIVE ASSISTANT (Regular Full-Time, Exempt)

Lynn Valley Library Administration

JOB POSTING #21-07 | Closing Date: May 17, 2021

North Vancouver District Public Library inspires learning, discovery, creativity and collaboration in our community. Serving almost 90,000 residents across three current locations in the District of North Vancouver, NVDPL has supported a love of reading and culture of learning and discovery for 55 years. Our library is the destination for our growing community to connect, share, and inspire.

NVDPL is currently recruiting an Executive Assistant (Regular Full-Time, Exempt). In this role, you will provide top-notch senior level administrative support to the Library Director and other members of the management team. You will apply your proactive, energetic organizational skills to a broad range of activities, projects and responsibilities that support the advancement of strategic priorities and goals. Acting as a key liaison between the Director and a variety of internal and external contacts, you will practice a high degree of confidentiality, diplomacy, and sensitivity in communication with executives and officials. Key tasks include coordinating meetings, taking minutes, preparing written and statistical reports to support decision-making, composing confidential correspondence, preparing materials for internal and external reports, and other administrative duties for the leadership team and Library Board.

You possess:

- Strong organizational skills with the ability to meet deadlines and adapt to changing situations
- Exceptional interpersonal and relationship-building skills and an enthusiastic demeanor
- Strong skills in the use of spreadsheet, database, word processing and presentation software to create relevant and high quality work that supports decision making
- Considerable knowledge of current office practices and procedures, as well as library legislation, policies and procedures
- Excellent written and verbal communications skills to support a wide variety of internal and external communication
- The ability to plan, establish and improve administrative procedures
- The ability to act with initiative and independence of judgement, under minimal supervision
- A solutions-oriented attitude, open to learning and professional challenges
- The ability to plan, coordinate, or execute occasional special events and/or meetings

The successful candidate will have completed one year of post-secondary education in applied business, business or a related area; plus a minimum of 3 years of administrative assistant experience in a related environment or an equivalent combination of training and experience.

The salary range for this non-unionized position is \$36.82 - \$40.93 per hour (2021 rates) and is based on a 37.5-hour work week. We invite all interested candidates to consider being a part of the exciting opportunities at North Vancouver District Public Library.

North Vancouver District Public Library is an equal opportunity employer, committed to creating a diverse, inclusive, barrier-free work environment. If you have a passion for connecting community, sharing knowledge, and inspiring stories, and you are interested in joining our dynamic team, then we'd like to hear from you!

Qualified applicants are invited to apply via email only with your cover letter and resume to libraryhr@nvdpl.ca by May 17, 2021 to be considered for this competition. *We thank you for your interest in employment with the North Vancouver District Public Library and advise that only those short listed for an interview will be contacted.*