



JOB POSTING #01-24

Title: Executive Assistant to the Library Director (Clerk 1)

Salary: \$19.68 hourly

Location: Burlington County Library, Westampton

Open: 01/30/2024 – until filled

ABOUT BCLS

The Burlington County Library System (BCLS) consists of 15 locations and both a Mobile Library and a Mobile Learning Lab that travel to dozens of community touchpoints throughout the largest county in the state. In addition, a Library by Mail service expands our reach in new and unique ways. We are an organization committed to staff growth and continuing education to help our team keep up with the ever-changing library field. Our Inclusion, Diversity, Equity and Accessibility (IDEA) committee works continually toward inclusion goals and new and evolving work group projects ensure there are system-wide opportunities for employees to tackle large initiatives. Other highlights include a StoryWalk® on our adjacent County Parks grounds, a 250-seat auditorium hosting concerts, performers and events for all ages and an annual Book Festival celebrating all things reading! Flip through our [2022 Annual Report](#) for more about our recent initiatives!

DESCRIPTION

The Burlington County Library seeks a detail-oriented self-starter to serve as the Executive Assistant to the Library Director. The individual will provide high-level administrative and operational support, including managing Library Commission meetings. Some examples of duties include but are not limited to:

- Manage monthly Library Commission meetings, including posting public notices, creating meeting agendas, coordinating with Commissioners, and preparing meeting support documents.
- Attend Library Commission meetings, take notes, and coordinate actions to be taken post-meeting.
- Work directly with Director's calendar, including scheduling meetings, appointments, and other commitments, including off-site and virtual.
- Prepare and manage correspondence.
- Exercise discretion in committing time and evaluating needs for Director and Library Commission.

REQUIREMENTS

- Ability to maintain confidentiality of information related to the library and its employees.
- Demonstrate ability to prioritize, make decisions, and exhibit sound judgement.
- Be comfortable interacting with leadership and stakeholders, both within the organization and with outside partners.
- Be a team player, capable of cultivating productive working relationships across the library and with partners.
- Excellent computer skills; preferred experience using Microsoft 365, SharePoint, Google Suite, and other productivity tools.
- Exceptional writing, editing, and proofreading skills.
- Experience in developing internal processes and organizational systems.

SCHEDULE

25 hours per week. Monday-Friday 8:30am – 1:30pm, with occasional flexibility for evenings and weekends.

Submit a cover letter and resume to jobs@bcls.lib.nj.us with **Job #01-24** in the subject line.

The mission of the Burlington County Library System is to enrich lives by providing opportunities for learning, growth, and personal development.