

Job Title: Executive Assistant

Date: January 2025

Description:

The Camrose Public Library is looking for an organized, diligent, problem-solving whiz who can work with our leadership team behind the scenes so that CPL can focus on what we do best – helping our community!

Job Summary:

The Camrose Public Library is located in the city of Camrose Alberta, and serves a population of ~20,000, not including members of the Camrose County. CPL is a part of the Parkland Regional Library System.

We need someone who is passionate about the business side of non-profits, who can anticipate outcomes 10 steps down the road, and who has a brilliant organizational skill set. As this is a new position, the right person for this role will be flexible as we all adjust to new systems. If a spreadsheet makes you smile, financial records are your happy place, and you love working with a tight-knit team while making a difference in your workplace and community, this is the job for you!

You will spend most of your time in a shared office, supporting the Director and the rest of the team with finances, records management, occupational health and safety, secretarial support, and facility management. You will be the keeper of the keys, the coordinator of the office, and assist with reports and grant applications. As the second set of eyes on the back-end operations of CPL, you will help to ensure that all is running as it should, and liaise with our bookkeepers and Parkland Regional Library System. In the event of the Director's absence, you will share deputy duties with the Service Desk Supervisor.

Duties:

- a. Assists with administrative functioning of the library.
 - Monitors and organizes work for the maintenance of the facility, including liaising with janitorial contractors.
 - Practices and upholds records management best practices, policy, and procedure
 - Provides secretarial support to the board

- Collects and analyzes information for reporting to the board and Public Library Services Branch.
- b. Provides financial support services.
 - Provides data to external financial services.
 - Assists the director with budgeting and financial reports.
 - Manages petty cash and payment handling in the library.
 - Prepares and submits bank deposits.
- c. Contributes to a positive work environment.
 - Is approachable and responsive to colleagues' information needs
 - Raises concerns, issues or observations about facilities, record keeping, bookkeeping or other relevant issues with the Director
 - Represents the Director for OHS activities, including risk assessment.
- d. Contributes as a team member to the achievement of CPL's goals
 - Continues to learn and refresh skills.
 - Collaborates with colleagues in a manner that supports the vision, mission, and values of CPL
 - Contributes to positive relationships with the community and with Parkland Regional Library.

The employer reserves the right to change or assign other duties to this position.

Minimum Qualifications:

- Executive Assistant Diploma or equivalent.
- 3 years relevant experience
- Knowledge of Records Management
- Excellent written communication skills
- Competence with office software, including spreadsheets
- Successful candidate must provide a current Police Check and Child Intervention Record Check.

Attributes:

- Comfort with financial records and budgeting
- Excellent organization skills
- Ability to prioritize and organize one's own workload
- Ability to work in a flexible environment with minimal supervision
- Demonstrated integrity and confidentiality.

Competencies:

- Accountability for one's own work.

CONNECT. CREATE. CAPTIVATE.

- Analytical thinking and problem solving
- Familiarity with risk management issues
- Records management

Working Conditions:

- Standard office environment

Hours of Work:

- Thirty-five (35) hours per week.
- Permanent position.
- May require some evenings or weekends.

Travel Demands:

- Driver's license required; Personal vehicle required.

Supervisor:

- Director

Compensation:

- Pension
- Benefits

| Job Class | Step 0 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
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| Executive Assistant | \$50,615 | \$51,945 | \$53,275 | \$54,605 | \$55,940 | \$57,270 | \$58,600 | \$59,990 |

How to Apply:

Please email a single PDF containing both your cover letter and resume by January 14, 2025, at 5:00pm.

Camrose Public Library celebrates diversity, and we are committed to creating an inclusive environment for all employees. If you have a disability and need any accommodations through the recruitment and selection process, please reach out to Alyssa Martin.

All questions and submissions can be emailed to amartin@prl.ab.ca