Regina Public Library (RPL) is seeking an administrative professional to assume the position of Executive Assistant in the Library Director’s office.

Regina Public Library has been dedicated to enriching the quality of life of the citizens of Regina for over 100 years. RPL’s core mandate is to create enriching educational experiences for the community it serves, while embracing innovation and continuous improvement. Through its Central Library and eight Branch locations, RPL fosters community meeting places that celebrate cultural differences - where citizens unite in the joy of reading, the arts, literacy, and lifelong learning. Please see our website www.reginalibrary.ca for additional information about RPL, our Dunlop Art Gallery and our Film Theatre.

PURPOSE:

Reporting to the Executive Office Liaison, the Executive Assistant provides support to the Deputy Library Director, and the Executive Group of the Regina Public Library. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive Group of the Regina Public Library.

RESPONSIBILITIES AND ACTIVITIES:

- Responsible for managing daily incoming email requests for the Deputy Library Director, ensuring responses / actions, if required, are delivered promptly and effectively handled.
- Responsible for managing the Deputy Library Director’s calendar, scheduling internal and external meetings, recurring staff briefings, etc.
- Provide back-up support to the Executive Assistant responsible to the Library Director & CEO on a day-to-day basis or during longer absences.
- Perform senior level administrative duties within the Executive Group, including processing correspondence, tracking projects, taking notes at various meetings, records management (electronic and paper), project data base creation and management, reception duties, etc.
- Compose, format, and process a variety of correspondence and documents (e.g. letters, memos, notes, invitations, announcements, email messages).
- Responsible for a variety of processes within the Director’s Office, including preparation of executive expense reports, travel arrangements, meeting and event coordination, accounts payable/receivable processing, credit card reconciliation, spreadsheet entry and data tracking, processing membership applications/renewals, office supplies, etc.
- When required, assist the Executive Office Liaison in the preparation of Board meetings, meeting documents, member travel, correspondence, etc., as well as assist Board members with general inquiries and forward them to the appropriate resource.
- Coordinate meeting logistics, including booking and setting-up meeting rooms, ordering refreshments, arranging for and installing equipment, as required.
- Perform administrative functions relating to highly confidential and/or sensitive information, as directed by the Executive Office Liaison and the Executive Group.
- Perform other related duties as required by the Executive Group.
KNOWLEDGE, SKILLS AND ABILITIES:

• A certificate or undergraduate degree in Administration or related field of study from a recognized post graduate institution.
• A minimum of five years of progressively responsible administrative experience in support of executive management and/or Boards of Directors.
• High level proficiency in Microsoft Office 365, specifically Word, Outlook, Excel, and PowerPoint. Ability to accurately record and produce minutes.
• Demonstrated ability to establish and maintain positive working relationships with the public, staff, the Board and external agencies.
• Demonstrated ability to learn and use sound judgment in decision-making, analytical skills and problem-solving ability.
• Superior interpersonal and communication skills in English, both verbal and written and the ability to compose original correspondence, memos, messages, etc.
• Proven executive level organizational, administrative, and analytical skills.
• Proven executive level, project and time management skills.
• Proven experience in event planning.
• Proven record of confidentiality and demonstrated ability to work with discretion to ensure confidentiality of privileged information.
• Demonstrated ability to work co-operatively in a team environment.
• Demonstrated experience working with the public in a variety of situations.
• Demonstrated ability to plan, organize and carry out assigned duties and responsibilities accurately and with minimum supervision.

RPL has an inclusive and innovative work environment which offers a competitive salary and a generous benefits package, including 100% employer paid group benefits.

Employees of RPL consistently strive for further refinement of service excellence and value to the community making it an employer of choice for over a century.

A review and consideration of applications for this position will begin on Friday, November 22, 2019. Please submit your resume and cover letter to:

Human Resources
Mail: Box 2311, Regina, SK S4P 3Z5
Email: resumes@reginalibrary.ca
Fax: 306-949-7273

Candidates must be eligible to work in Canada. The successful candidate shall be subject to a Criminal Record Check as a condition of employment.