

The Calgary Public Library represents unlimited possibilities and inspires people of all ages to wonder, seek, discover, and share. Calgary's 20 (and growing) community libraries are community hubs that ignite learning, discussion, invention, and action and this is accomplished through the Library's commitment to:

- *be a vital part of strengthening neighbourhoods in a growing city*
- *bring the library into more people's lives by removing barriers and increasing access to information in all its forms*
- *focus on services that make a difference*
- *develop innovative and collaborative partnerships with our community to leverage collective knowledge and expertise*
- *build welcoming, inclusive and dynamic library spaces and places within the heart of our communities.*

To achieve our vision, Calgary Public Library is seeking leaders with ideas, energy, passion and commitment who can help us make a difference in the lives of Calgarians and take public library services to a new level of excellence.

The Calgary Public Library acknowledges the traditional territories and oral practices of the Blackfoot people, the Nakota people of the Stoney Nation, the Beaver people of the Tsuut'ina Nation, and the peoples of the Métis Nation of Alberta, Region Three.

Executive Assistant **(9.5 Month Full-Time Term Assignment)**

Reporting to the Director, Communications, the Executive Assistant provides day to day executive support to the CEO and members of the Executive Leadership Team, and administrative support to Chair(s) of the Library Board and its Committees.

Success in this position demands an ability to learn and adapt quickly, exceptional customer service skills, and strong administrative skills – with a high focus on accuracy, critical timelines and confidentiality.

Key Accountabilities

- Provides efficient and effective executive and administrative support service to the Executive Leadership Team and the Board of Directors, including; communications, meeting logistics and record keeping, presentations and travel.
- Ensures all documents flowing to and from the CEO office are complete and accurate.
- Prepares internal and external correspondence such as letters, memos and other materials, as required.
- Supports members of the Board of Directors with administration requirements.
- Screens phone calls, opens and sorts mail and summarizes reports for the Executive Leadership Team.
- Organizes travel for the Executive Leadership Team and the Board of Directors.
- Inputs and maintains information in the contact management database.
- Assists with the coordination of special events and functions.
- Maintains positive and effective working relationships with all parts of the Library.



Human Resources

- Works in a confidential environment.
- Demonstrates continuous individual development and growth.
- Other related duties.

Candidate Profile

- Works with a high degree of diplomacy, confidentiality and good judgement.
- Exceptional verbal communication skills with stakeholders of all levels.
- Advanced writing and editing skills.
- Strong attention to detail.
- Self-motivated and takes initiative.
- Manages several simultaneous priorities in a dynamic environment.
- Excellent time management and organizational skills.
- Advanced knowledge of Microsoft Office programs specifically Word, Power Point, Outlook and Excel.
- Strong knowledge of SharePoint, as well as technologies for virtual communication and collaboration.
- Ability to work evening and weekend events is required.

Benefits

- Competitive salary
- Employee Family Assistant Program (EFAP)

How to apply:

If **Executive Assistant** sounds like the next chapter in your career story, take this opportunity to make a real contribution to one of Canada's leading public library systems. Please send a cover letter and resume to:

work@calgarylibrary.ca

Be sure to quote competition number "#265" in the subject line of your e-mail.

The closing date for this competition is September 14, 2018.

We thank all who apply but only those selected for an interview will be contacted. Any 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. Canadian citizens and permanent residents of Canada will be given priority. Applicants must be legally eligible to work in Canada.