UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one: Faculty_____ Exempt _____ Non-Exempt X_ Other_X (C2)____

Date Prepared: 2018-10-19          Division: DSS

Prepared by: David Dahl         Department: CLAS

Reports to: David Dahl          Position Title: Executive Assistant for Consortial Administrative, Communications, and Events Support

NATURE OF WORK:
The University System of Maryland and Affiliated Institutions (USMAI) Library Consortium includes seventeen member libraries of universities and colleges in the State of Maryland. We provide unified, cost effective and creative approaches to acquiring, managing, and sharing information and knowledge resources.

The incumbent works under the direction of USMAI’s Executive Director in support of the consortium’s activities. The position interacts with both consortium staff and staff at USMAI’s member libraries in multiple capacities, including support of committee and working group meetings, event planning, and maintaining USMAI communication channels.

The incumbent will attend meetings both online and in-person at various locations throughout the state. He/she will interact with administrative staff at member libraries to schedule meeting rooms and coordinate other meeting and event logistics. He/she will collaborate with staff of the Consortial Library Applications Support team and other USMAI parties to ensure effective communication throughout the consortium. The incumbent will use a variety of methods, including email, phone, and established web technologies, to communicate with consortial constituents.

DUTIES AND RESPONSIBILITIES (please list no more than 5 major duties in descending order of importance, indicate % of time spent on job duties not to exceed 100%):

Administrative Support (40%):
Under general supervision, provides executive level administrative assistance to the Executive Director of the USMAI Library Consortium, and to designated leaders of multiple consortium committees, working groups, and teams. Incumbent regularly handles and ensures appropriate confidential information.
In coordination with USMAI committee chairs and other leaders, schedules meetings for multiple committees, working groups, and teams of the USMAI Library Consortium. Attends meetings online and in a limited number of different physical locations. Records, proofreads, and revises detailed meeting notes, committee reports, web-based documents, and other informational materials in support of multiple committees, working groups, and teams of the USMAI Library Consortium, using a laptop or personal computer and common desktop and online software tools.

Events Coordination (25%):
Provides administrative and logistical support to USMAI Library Consortium meetings, workshops, and other events. Creates, maintains, and disseminates procedures and guidance for scheduling USMAI Library Consortium meetings, events, and other activities. Maintains a shared online calendar for events and activities sponsored by the USMAI Library Consortium. Serves as the primary point of contact and coordinator for event scheduling, and for communications related to reservations and payment for meeting and event spaces, communications with supporting service providers such as caterers, technology support, and event speakers. Coordinates with assigned financial managers to ensure compliance with relevant rules and procedures for contracts, payments, and reimbursements associated with USMAI events. Distributes standardized evaluation forms to all participants at all USMAI training and learning events, collects responses, and enters responses into a database.

Editorial Support (35%):
Performs a variety of duties in support of the editing and production of consortium news and information for publication via websites, social media, email lists, and other electronic formats. Under supervision of the USMAI Consortial Library Applications Support staff and using standardized templates and tools, writes, proofreads, and revises materials such as news and promotional announcements for distribution via websites and other electronic media. Works within existing filing systems, and as necessary exercises independent judgement and initiative in establishing and revising complex and sensitive filing systems, both online and physical. Enters, updates, and retrieves information stored in files and databases; customizes special reports. Assists other staff in maintenance of databases, email lists, and other communication tools used by the USMAI Library Consortium.

Performs other duties and projects as assigned.

EDUCATION:

Required: High School Diploma or GED

Preferred: Completion of a Bachelor’s degree.
EXPERIENCE (Be specific, indicate the minimum years of experience and skills needed):

**Required**
- Four years secretarial experience

**Preferred**
- At least two years of documented employment in a library organization.
- Previous experience scheduling, planning and supporting special events.
- Previous experience maintaining organizational websites, social media, or other electronic communications.

QUALIFICATIONS (Knowledge, skills, and abilities):

Willingness to travel; valid driver’s license at time of employment.

Strong familiarity with terminology and concepts associated with libraries and library operations, as demonstrated through previous employment in a library organization. Attention to detail.

Demonstrated proficiency with common desktop computing tools and spreadsheets or databases.

Demonstrated service orientation and the ability to work effectively with colleagues, senior executives and administrators, and external customers in a diverse and multi-cultural environment.

Excellent oral, written, and interpersonal communication skills.

Comfort with change, flexibility and the ability to react quickly to task requirements and modifications.

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

SUPERVISORY RESPONSIBILITIES: None
PHYSICAL DEMANDS/WORK ENVIRONMENT (describe the nature of physical activity required and any unusual environment conditions):

Work is performed in an office environment and requires the ability to operate standard office equipment, laptop and keyboards. Must have the ability to lift and carry small parcels, packages and other items.

This position requires moderate travel (potentially several times per month) in a personally owned vehicle to USMAI meetings and events held in a limited number of sites used regularly by the USMAI Library Consortium, generally in the Baltimore or College Park area, with occasional meetings at other locations. All such eligible travel to/from such meetings will be reimbursed on a mileage basis according to established rules and procedures.

Employee’s Signature ___________________________ Date ____________

Print Employee’s Name: _______________________________________

Supervisor’s Signature ___________________________ Date ____________