



## **CALIFORNIA LIBRARY SERVICES BOARD**

### **ADMINISTRATIVE ASSISTANT II, LIBRARY SERVICES BOARD (EXEMPT)**

The California Library Services Board (CLSB) is seeking energetic, highly skilled and motivated candidates for the position of Administrative Assistant II (Exempt). The CLSB, a state board, consists of nine members appointed by the Governor and four by the Legislature. The CLSB determines policy for and authorizes allocation of funds from programs of the **California Library Services Act** and also comprises the State Advisory Council on Libraries for the federal Library Services and Technology Act.

**LOCATION:** Sacramento, CA

#### **GENERAL DUTIES**

The Administrative Assistant II, serving in an exempt position, is appointed by the CLSB, reports to the Chief Executive Officer and serves at the pleasure of the CLSB. Under the direction and general supervision of the Chief Executive Officer, the State Librarian, the Administrative Assistant II performs varied administrative executive support duties with a high degree of responsibility, confidentiality, sensitivity, and complexity. The Administrative Assistant II is responsible for researching, analyzing, evaluating and developing reports, issue papers and letters related to policy or program issues, legislation, and for relieving the CLSB and the State Advisory Council of administrative details, carrying out analytical assignments on his/her own initiative without detailed instruction, and making sound decisions and recommendations on program-related problems based on sound and accurate information.

#### ***Ideal Experience and Education:***

- A minimum of three to five years of experience in positions responsible for providing executive-level support at an advocacy organization; a non-profit organization or board; or a local, state or national agency.
- Knowledge of the Legislative process and ability to review and analyze legislation and determine impact.
- Experience working with state and local government.
- Experience in policy recommendation and development.
- Understanding knowledge of California Libraries.
- Experience in dealing with bilingual or multi-lingual contacts.
- Degree from an accredited 2 or 4-year college or university in business administration or public administration is desirable.

#### ***Critical Competencies for Success:***

- Excellent communication skills.
- Knowledge of business English and correspondence.
- Evaluate situations accurately and take effective action(s).
- Experience in recognizing exceptional/unusual situations involving prestigious clientele or media and dealing sensitively with high-profile leaders.
- Ability to analyze information and prepare understandable material based on that analysis.
- Ability to prioritize tasks within an environment where priorities may change readily.
- Ability to function calmly and effectively in a high-stress environment.
- Knowledge of Bagley-Keene Open Meeting Act and Robert Rules of Order.

#### ***Other Personal Characteristics:***

- Knowledgeable, passionate, and committed to Library issues.
- Flexible to changing priorities.
- Collaborative and team-oriented individual with highly developed relationship building skills.
- Organized, dependable, initiator; mission oriented.
- Strong degree of independent action and desire to take on additional responsibilities.

### ***EXECUTIVE SUPPORT DUTIES***

- Screens and prioritizes all incoming correspondence for the CLSB and the Advisory Council.
- Drafts responses for the Chief Executive Officer and/or Board President.
- Answers correspondence or drafts replies of a more complex and technical nature for the CLSB president's signature consistent with Board policies and procedures.
- Takes and transcribes dictation from all members by telephone, edits letters where appropriate, and signs and distributes them.
- Distributes copies of incoming and outgoing CLSB correspondence, and other documents as appropriate, to members and others to ensure they are informed at all times.
- Manages the calendars for the CLSB.
- Schedules appointments and meetings with the Governor's Office, other governmental agencies, industry stakeholders and consumer groups.
- Orients new board members; drafts resolutions for Board approval; communicates with CSL Conflict of Interest filing coordinator to ensure member compliance and proper FPPC filing dates are met.

### ***POLICY AND LEGISLATION DUTIES***

- Answers complex questions relating to the California State Library (CSL) policies, as well as those of the CLSB and State Advisory Council.
- Makes recommendations to the State Librarian involving internal departmental policies.
- Researches and drafts correspondence for the State Librarian pertaining to internal administrative policies and procedures conformance issues.
- Maintains all administrative policies, revises policies as needed, drafts new policies, gathers staff input and develops options for management consideration on internal policy matters.
- Assists in identifying and communicating the CSL's needs by recommending, proposing, and advocating legislation to protect and promote the state's interests in ensuring the CSL and CLSB meet their collected mission to ensure that all Californians have free and convenient access to all library resources and services, regardless of their age or ethnicity, or any geographical, financial or administrative constraints.
- Reviews, researches and analyzes all proposed, introduced and/or amended legislation by the Legislature to determine its relevance and impact to the policies and operations of the CSL and CLSB.
- Assists the State Librarian, Deputy State Librarian and CLSB in representing the interests of the California State Library and CLSB before legislative bodies, regulatory agencies and administrative bodies, other government entities, and public groups. Makes presentations to individual legislators, their staff, and legislative committees regarding the CLSB's and/or California State Library's position as requested by the State Librarian, Deputy State Librarian and/or CLSB.

### ***REPORTS AND SPECIAL PROJECT DUTIES***

- Researches, analyzes, evaluates and prepares reports, issue papers and letters related to CLSB, departmental policy or program issues.
- Writes concise and meaningful reports.
- Briefs the Chief Executive Officer and Board President on the status of issues and make recommendations based on sound information
- Conducts special projects as necessary.

### ***MEETING, CONFERENCE AND TRAVEL ARRANGEMENT DUTIES***

- Prepares for Board meetings including creating agenda, packets, handouts, and presentations. Prepares and distributes press releases and notices.
- Conducts meetings that achieve results by gathering data, organizing and presenting information in a clear and concise manner; organizes and schedules meeting rooms; and makes arrangements for telecom and audio-visual equipment.
- Attends all CLSB, State Advisory Council meetings, and other State Library meetings as appropriate.
- Takes notes and summarizes tape recording and/or transcripts of proceedings into minutes for approval and distribution. Follows up on actions and/or requests from meetings.

- Collects and prepares all materials needed by the Chief Executive Officer, members of the CLSB and the State Advisory Council for meetings and appointments.
- Maintains travel calendar, develops itineraries, schedules trips for most effective use of the CLSB's time, and makes all necessary travel arrangements for the Chief Executive Officer, the CLSB members and Advisory Council members.
- Obtains travel advances and prepares travel claims in accordance with travel policies and procedures.

***SALARY AND BENEFITS INFORMATION (Partial List)***

- *Monthly Salary Range:* \$4,250 - \$5,446
- *Retirement:* Membership in the California Public Employee's Retirement System (CalPERS).
- *Health Benefits:* A variety of health insurance plans, including vision and dental, with employer contribution toward premiums.
- *Worker's Compensation:* In case of injury on the job, each employee is fully protected under the Worker's compensation law in California.
- *Deferred Compensation:* The State offers a Deferred Compensation Program to employees who wish to save money and defer taxes on income earned with the State.

***APPLICATION PROCESS***

Final Filing Date: October 31, 2014

The California Library Services Board is seeking the most highly qualified individuals for this exciting executive support position. The successful candidate will be a first point of contact in the State Librarian's Office and have a challenging opportunity to work with a Board that is dedicated to ensuring that all Californians have free and convenient access to all library resources and services for the enrichment of their lives and for lifelong learning, regardless of their age or ethnicity, or any geographical, financial or administrative constraints.

Interested candidates should submit:

- A writing sample, no more than three pages in length, demonstrating the candidate's ability to provide thoughtful, detailed analytical examination and recommendations to decision makers in a hierarchical environment.
- A resume.
- Three professional references (name, telephone number and email address).

Please submit all documents electronically to [Elizabeth.Vierra@library.ca.gov](mailto:Elizabeth.Vierra@library.ca.gov) or via USPS mail to:

Elizabeth Vierra, Personnel Officer  
 California State Library  
 900 N Street, Suite 400  
 Sacramento, CA 95814

Questions may be directed to [Elizabeth.Vierra@library.ca.gov](mailto:Elizabeth.Vierra@library.ca.gov)

Submittals will be reviewed and only the most qualified candidates will be invited for an interview in early December; with the possibility of a pre-interview prior to then. An appointment to this position is anticipated on or after December 3, 2014.

For additional information, please check the California State Library's website at [www.library.ca.gov](http://www.library.ca.gov) and search for the California Library Services Board.