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**VOLUSIA-FLAGLER TRANSPORTATION PLANNING ORGANIZATION**

**JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT**

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**REPORTS TO:** Manager of Operations and Planning

**EXEMPT STATUS:** Non-Exempt

**POSITION GENERAL SUMMARY:**

The Administrative Assistant is responsible for coordinating and managing a variety of administrative activities in support of the Volusia-Flagler TPO (aka the River to Sea TPO). This position works under the direction of the Executive Director and provides support to TPO staff, advisory committees, and Board members. The Administrative Assistant assembles information and materials needed for the development of meeting agendas and minutes, scheduling, and record-keeping activities. This position is responsible for general office functions such as ordering office supplies, managing calendars, greeting visitors, assisting with correspondence, and other organizational support as needed.

**ESSENTIAL POSITION FUNCTIONS:**

- Provides miscellaneous administrative support including, but not limited to scheduling appointments, overseeing the conference room calendars, and updating the mailing database and committee contact lists.
- Answers phone and inquiries, takes messages, and directs calls to the proper department for assistance.
- Provides direct support to the TPO assisting with the timely and accurate release of information such as agendas, meeting notices, press releases, legal advertisements, etc.
- Monitors and maintains office supply inventory.
- Manages TPO contracts including, but not limited to janitorial services and copier contracts.
- Provides support for all TPO meetings, workshops, and retreats, including but not limited to scheduling, preparing, reviewing, and distributing agendas, meeting set-up and tear-down, meeting recording and note-taking, and preparation of meeting minutes and summaries.
- Provides support to the Executive Director and other TPO staff in reviewing and editing documents, formatting correspondence, maintaining project files, coordinating travel, and scheduling business-related activities.
- Communicates routinely with elected officials, business professionals, advisory boards, and the public.
- Supports TPO public outreach and community relations efforts by responding to public inquiries, attending community functions, and representing the organization at community events.
- Participates in job-related training, conferences, and special events to ensure proficiency.
- Provides other organizational support as required.

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as needed)*

**MINIMUM REQUIREMENTS:**

***Education and Experience:***

- High School degree or equivalent.
- Training in office management practices or a related field, plus 2-4 years of administrative or office management experience.
- Proficient grammar, proofreading, and spelling skills.

- Excellent organizational skills and attention to detail.
- Must have a valid Florida Driver's License.

***Knowledge, abilities, and skills:***

- Working knowledge of computer applications including Microsoft Word, Excel, Outlook, and PowerPoint.
- Ability to work under direction to implement programs and meet project schedules and deadlines.
- Excellent interpersonal skills and the ability to communicate effectively both orally and in writing.
- Knowledge of general office practices and procedures: filing, typing, telephone etiquette, and customer service techniques.
- Ability to work cooperatively and supportively in a team environment.
- Ability to establish and maintain positive working relationships with individuals or groups of people with diverse interests including business and industry professionals, elected officials, advisory committees, and the public.

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Works mainly in an office environment.
- Light physical activities and efforts required working in an office environment.
- Moderate physical activity, supporting community events, sometimes in outdoor environments, and requiring prolonged standing.

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

Employee: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_