
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

REPORTS TO: Executive Director
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 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, public notice and record keeping activities. This position is responsible for general office functions such as ordering office supplies, managing calendars, greeting visitors, assistance with correspondence and other organizational support as needed.

ESSENTIAL POSITION FUNCTIONS:

- Maintains official agency records and documentation for public records retention.
- Provides miscellaneous administrative support including, but not limited to, scheduling appointments, overseeing the conference room calendars, updating the mailing database and committee contact lists.
- 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.
- Provides support for all TPO meetings, workshops, and retreats, including but not limited to, scheduling, preparing and distributing agendas, meeting set-up, recordings and documentation and preparation of minutes and summaries.
- Provides support to 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.
- 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 required.)

MINIMUM REQUIREMENTS:

Education and Experience:

- Advanced training in office management practices or related field, plus 3- 5 years administrative or office management experience.
- Must have a valid Florida Driver's License.

Knowledge, abilities and skills:

- Working knowledge of computer applications including Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher and e-mail;
- Ability to work under direction to implement programs, meet project schedules and deadlines;

- Good interpersonal skills and the ability to communicate effectively both orally and in writing;
- Ability to work cooperatively and supportively in a team environment; and
- 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: _____