

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (R2CTPO) ADMINISTRATIVE ASSISTANT

Hourly Rate: \$14.00 – \$18.00 per hour plus benefits

Closing Date: Open until filled

Interviews will begin January 5, 2016

The River to Sea Transportation Planning Organization (R2CTPO) coordinates transportation planning efforts and determines the transportation priorities of projects using state and federal funding. The TPO planning area includes Volusia County and a portion of Flagler County and the staff serves a board of directors comprised of elected officials.

The Administrative Assistant is responsible for coordinating a variety of administrative activities in support of a small office staff totaling seven other employees. This position requires interaction on a professional level with citizens, business leaders and elected officials during typical business hours.

Requirements: Advanced training in office management practices or related field, plus 3- 5 years administrative or office management experience. Applicants must have a working knowledge of Microsoft Word and Excel. Applicants must have a valid Florida Driver's License.

Interested candidates can learn more about the organization and view additional information regarding this position at www.r2ctpo.org.

Resumes may be submitted by e-mail to: Pamela Blankenship at pblankenship@r2ctpo.org. Candidates will be required to complete an employment application prior to being interviewed. Must pass a drug screen and criminal background check.

Interviews will begin January 5, 2016 and the position will remain open until filled.