

# JEFFERSON TRANSIT AUTHORITY

## Position Description

**POSITION TITLE:** Executive Assistant/Clerk of the Board

**SUPERVISOR:** General Manager

### **SCOPE OF RESPONSIBILITY**

Under the direction of the General Manager, this position provides confidential and administrative support and assistance to the General Manager and Authority Board. Performs Clerk of the Board duties. Manages record retention program and public record requests. Develops transit promotional materials and maintains marketing programs.

The Executive Assistant is expected to apply extensive knowledge of advanced office practices with considerable latitude for independent judgment and action. This position reports to the General Manager and also participates as a member of the executive team, which includes the General Manager and Department Heads.

### **ESSENTIAL FUNCTIONS**

- Serves as confidential assistant to the General Manager.
- Serves as Clerk of the Board by coordinating preparation and distribution of meeting and hearing agendas and packets; attends meetings, records and produces the official minutes, and assists Board, committees, and staff in complying with proper rules of procedure.
- Prepares and distributes Authority meeting agendas and packets; provides secretarial support to the committee as needed.
- Coordinates conference/travel arrangements as needed.
- Coordinates and attends all Board meetings, work sessions, and other meetings as directed.
- Designs and produces a variety of materials for use within the agency and in the community, such as newspaper ads, informational brochures and flyers, website notices, etc.
- Coordinates, maintains and oversees Records Management Program, including requests for public records.
- Arranges agenda for staff meetings and maintains staff calendar.
- Composes, transcribes, and maintains administrative files, both general and confidential, for the General Manager, Authority Board, and the Agency. Independently composes correspondence, reports, and memoranda for the General Manager's review.
- Prepares contractual, legal, and other complex documents as directed.
- Schedules and reserves conference rooms for the Agency and general public.
- Prepares and publishes legal notices as directed and in accordance with established procedures and legal requirements.
- Provides secretarial and administrative support as needed for all departments.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- AA Degree in Business Administration or Equivalent
- Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.
- Requires ability to use tact, discretion, and courtesy in interdepartmental, Board of Director, and public contacts.
- Requires the ability to work under pressure situations, deadlines, and maintain confidentiality of working information.
- Performs responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Excellent written and oral communications skills with the ability to prepare clear and concise reports.
- Proficiency in Microsoft office, including Word, Excel, Outlook and Publisher.
- JTA programs, policies and practices.
- Open Public Meeting Act (RCW 42.30)
- Public Records Act (RCW 42.56)
- Washington State Records Retention guidelines (RCW 40.14)
- Roberts Rules of Order

**LICENSES/CERTIFICATIONS (preferred):**

**Certified Municipal Clerk Certification**

**Notary Public**

**SPECIAL REQUIREMENTS**

- Must pass a pre-employment substance abuse test as a condition of employment. This position is not considered safety-sensitive, as defined by the Federal Transit Administration (FTA), thus it is not subject to random drug and alcohol testing. However, under the authority of Jefferson Transit's Substance Abuse Policy and Drug & Alcohol Testing Program, this position is subject to all other types of substance abuse tests as described in the policy.
- Must pass an employment physical functions test to be certified for the position and must maintain a physical condition that, either with or without accommodation, allows completion of all essential duties.
- If selected for the position, documentation of United States citizenship or an alien lawfully authorized to work in the United States will be required to establish identity and work authorization in accordance with the employer's obligation under the Immigration Reform and Control Act of 1986.

**WORK SCHEDULE**

Full-time standard workweek (40 hours) during normal business times. Hours may vary according to work schedules and tasks to be accomplished with evening and weekend work necessary at times to accomplish the duties of the position as determined by the immediate supervisor.

**SALARY & BENEFITS**

Wage and benefits based on the Jefferson Transit's Non-Represented Staff Policy.

**This position is an exempt position, as defined by the Fair Labor Standards Act (FLSA).**

**PHYSICAL DEMANDS:**

(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

<b>Sitting:</b>	Continuously, sitting at a desk, and in meetings
<b>Standing/Walking:</b>	Frequently
<b>Driving:</b>	Occasionally, as may be necessary
<b>Lifting/Carrying:</b>	Occasionally, up to 35 pounds
<b>Bending/Squatting/Kneeling:</b>	Occasionally
<b>Pushing/Pulling:</b>	Occasionally
<b>Reaching:</b>	Occasionally
<b>Twisting:</b>	Occasionally
<b>Talking/Hearing:</b>	Frequently, communicating with customers and staff in person, and by telephone
<b>Wrist/Fine Finger Manipulation:</b>	Frequently, when typing at a keyboard and writing

***The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.***

***Jefferson Transit is an equal opportunity employer and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status, disability status, sexual orientation or any other basis prohibited by federal, state or local law. Please let Jefferson Transit know if you need accommodation in order to participate in the application process.***