



Position Description

Title: Administrative Coordinator
Department: Administration
Supervisor: General Manager & CEO
Status: Full Time; Non-Exempt; Hourly; Non-Bargaining
Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Summary:

This key position provides administrative support and coordination for the General Manager & CEO, Board of Directors and other departments as needed.

Essential Duties & Responsibilities:

The following is intended to describe the general content of and requirements for the successful performance of this position. This job description is not all-inclusive and additional duties, responsibilities and requirements may be assigned.

- Coordinate and execute monthly meetings of the Transpo Board of Directors. Responsibilities include preparing agendas, coordinating with staff reports, minutes, resolutions and ordinances. Position is responsible for tracking board appointments, attendance and coordination of board materials as needed.
- Assist with the development and review of staff board reports including ridership data and operational reporting.
- Coordinate weekly Executive Team meetings including scheduling, agenda preparation, documentation and follow-ups as needed.
- Assist with various communications and reporting for the General Manager, Board of Directors, Department Heads and Union as needed.
- Responsible for the coordination of technical support for IT, phone system, copiers and other items as needed with third party service providers.
- Responsible for managing procurement calendar and assisting with the preparation of Request for Proposals, Invitations to Bid and Quote Requests as needed.
- Provides lunch hour coverage and additional support as needed for the front desk Customer Service Representative and Information Booth Specialists positions as needed.
- Position will be cross trained with Access clerk / scheduler to provide backup for the Access department as needed.
- Provides administrative and project support for the Operations, Human Resources, Marketing, Accounting and Maintenance departments as needed.

Qualifications: Individuals must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Reasoning Ability: This position requires the ability to identify and define problems, collect data, establish facts and draw valid conclusions.

Education and/or Experience: This position requires an Associate's degree in a related field of study or four (4) years administrative experience with similar responsibilities; or equivalent combination of education and experience.

Language Skills: Exceptional written, verbal and interpersonal communication skills are required.

Mathematical Skills: The position requires the ability to perform basic math and accounting procedures.

Certifications, Licenses, Registrations: A valid driver's license is required.

Other Skills and Abilities: Individual must be a self-starter, able to work both independently and in a team environment while managing multiple projects simultaneously. Individual must possess effective time management and organizational skills with the ability to prioritize and complete projects in an accurate and timely manner. Position requires proficiency in Microsoft Office (Access, Word, Excel, PowerPoint) and the ability to learn new software programs as needed. Due to the sensitivity of information this position may be privileged to, the ability to maintain confidentiality is a must. Position also requires exceptional internal and external customer service skills.

Physical Demands: While performing duties of this job, the employee is regularly required to reach with hands and arms. The employee is occasionally required to climb or balance, stoop or kneel. Normal talking and hearing abilities, with or without remedial medical equipment, are necessary. Hand-eye coordination is necessary to operate computers and other office equipment. The employee may occasionally lift and/or move up to 10 pounds.

Work Environment: Work is primarily performed in the administrative office. The noise level in the work environment is quiet to moderate; noise levels may increase depending on activities or events in the facility. The employee, in the normal course of business, may be subjected to outside weather conditions. This position will also provide support to offsite events and meetings as necessary.

Supervisory Responsibilities: None