

EXECUTIVE ASSISTANT

STARTING AT: \$50,000 ANNUALLY

FLSA Classification	NON-EXEMPT
Reports to	Executive Director
Type	Regular, Full-time
Date Prepared	August 15, 2022
Date Modified	April 24, 2023

General Statement of Position:

The Executive Assistant works as a collaborative member of the Palm Beach Transportation Planning Agency's (TPA) Administrative Team. The position's primary responsibilities include assisting the Executive Director, administering meetings, preparing agendas, attending meetings to manage A/V systems, taking notes and transcribing minutes, administering TPA records management, and event coordination. Work is performed with a moderate level of oversight and does not exercise significant discretion and independence but works under the direction and initiative of the Executive Director.

Position duties include:

- Maintain the Executive Director's calendar by coordinating and scheduling meetings.
- Assist Executive Director with administrative tasks, including completing mileage and travel forms as well as drafting meeting agendas and taking minutes.
- Assist Executive Director with the coordination of staff meetings, trainings, and other events.
- Assist Executive Director in monitoring completion and reviewing accuracy of monthly progress reports.
- Provide administrative support and coordinate agenda development, membership, attendance, summary points and meeting minutes for Governing Board, Technical Advisory Committee (TAC), Citizen's Advisory Committee (CAC), Vision Zero Advisory Committee (VZAC), and the Palm Beach County Transportation Disadvantaged Local Coordinating Board (LCB).
- Ensure timely compilation/distribution of agenda materials and presentations for meetings.
- Distribute agenda and backup materials for meetings after creation and upload to the TPA website.
- Facilitate logistics for in-person, virtual, and hybrid meetings, including recording the meeting, setting up laptop(s), microphone(s) and presentation(s) materials, setting up refreshments, providing adequate copies of handout materials, and ensuring sign-in sheets and comment cards are available for attendees.
- Attend meetings to take and transcribe meeting minutes.
- Identify and monitor completion of actions established at Governing Board meetings.
- Provide information and assistance to the general public and governmental agencies.
- Maintain agency shared contact information and distribution lists.
- Assist with preparation of correspondence, memos, written reports, and presentations as required.
- Act *ex officio* as the Agency Clerk, which includes functioning as the custodian of public records, attest to official documents and certify documents as true copies.
- Administer TPA records management procedures for preparing, reviewing, storing, and destroying records in both electronic and hard copy format.

- Maintain standard operating procedures in compliance with federal and state regulations.
- Compile documents for periodic certification reviews.
- Serve as staff support at the reception desk, answer telephone calls during TPA business hours, and route incoming and outgoing mail/packages in the Secretary's absence.
- Serve as staff support to review and update the TPA website as needed.
- Assist with agency hosted event planning and coordination with vendors and partner agencies.
- Assist in maintaining and monitoring the Continuity of Operations Plan (COOP) and serve as the secondary point of contact during an activation event.
- Guide and escort TPA occupants to a designated safe location during emergency building evacuations.
- Perform all other duties as may be assigned to meet agency needs.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each of the aforementioned essential duties 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 the essential functions. Satisfactory completion of a position-specific skills test.

Education and Experience:

- High School diploma or related equivalent is required.
- Bachelor's degree in business, public administration, or a related field is preferred.
- Two (2) or more years of general office experience is required.
- Experience working with a Metropolitan Planning Organization or government agency is preferred.

Certificates, Licenses, Registrations

Must have or obtain a valid Florida Driver's License and maintain a clean driving record.

Knowledge

- Office administration, clerical procedures, and recordkeeping systems.
- Structure and content of business English including the meaning and spelling of words, rules of composition, and grammar.
- Florida's Public Records laws and records management requirements.
- Event planning and coordination.
- Robert's Rules of Order general procedures.

Skills

- Highly competent in both oral and written communication.
- Use and operate computer systems including Microsoft Word, PowerPoint, Outlook, Excel, Adobe Acrobat.
- Use and operate virtual meeting platforms, including Microsoft Teams and Zoom.
- Preparing and giving oral presentations.
- Preparing and editing documents.
- Speak English fluently.

Abilities

- Communicate clearly both orally and in writing.
- Organize and analyze information.
- Manage multiple assignments.
- Create and implement office programs and policies.
- Use computer applications including Microsoft Suite, Adobe Acrobat and Creative Suite of software.
- Use virtual meeting platforms to schedule and administer virtual and hybrid meetings.

- Serve effectively in group activities such as teams, task forces, and committees.
- Understand complex issues and explain them in “plain speak.”
- Work with minimal supervision and direction and initiate projects and activities without direction.
- Work under pressure/stress with an extreme level of accuracy.
- Understand and care for the diverse members of Palm Beach County’s communities.

Benefits

The TPA offers a competitive salary and excellent benefits package including paid leave and TPA-funded insurance, retirement, transportation, and tuition reimbursements.

Working Conditions

While performing the duties of this job, the employee is subject to the following conditions:

Environment:

- The work is generally performed within an office environment.
- Lighting and temperatures are typically adequate, and there are few hazardous or unpleasant conditions caused by noise levels, atmospheric levels, etc.
- The noise level in the work environment is typically quiet to moderate.

Physical Demands:

- The employee is generally sedentary, but may occasionally be required to stand, walk, stoop, kneel, or bend at the waist.
- The ability to lift and carry 20 pounds as occasionally required.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Specific hearing abilities required by this job include the ability to hear and speak to communicate in person, before groups, and over the telephone.

Work Authorization/Security Clearance

- The employee must successfully pass a criminal background check.
- The TPA will also verify the identity and employment authorization of individuals hired so the proper completion of Form I-9 is required, which includes the employee providing documents evidencing identity and employment authorization.
- The TPA is a drug-free workplace as provided in Section 440.101 *et seq.*, Florida Statutes so the employee may be subject to drug and alcohol screens, as permitted by law.

Travel

Approximately 5% up to but not limited to 10% of the employee’s time may be spent outside the office travelling to transportation-related meetings and events.

Other Duties

The above information is intended to indicate the general nature and level of work performed by the employee in this position. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position. Duties, responsibilities, and activities may change at any time with or without notice.