

SECRETARY

STARTING AT: \$40,000 ANNUALLY

FLSA Classification	NON-EXEMPT
Reports to	Executive Director
Type	Regular, Full-time
Date Prepared	August 11, 2022
Date Modified	March 22, 2023

General Statement of Position:

The Executive Secretary works as a collaborative member of the Palm Beach Transportation Planning Agency's (TPA) Administrative Team. The position's primary responsibilities include greeting visitors, administering meetings (preparing agendas and attending meetings to manage A/V systems, take notes, and transcribe minutes), modifying staff calendars, receiving/sending mail, intake of purchased goods, managing TPA records, and event coordination. All work is performed on-site, at the TPA office under the direction and initiative of the Executive Director.

Position duties include:

- Greet walk-in visitors, staff the reception desk, and answer telephone calls during TPA business hours.
- Provide information and assistance to the general public and other governmental agencies.
- Provide administrative support for the 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).
- Distribute agenda and backup materials for meetings after creation and upload to the TPA website.
- Facilitate logistics for 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.
- Serve as staff support in the Executive Assistant's absence for all meetings.
- Assist staff with arranging appointments and meetings and maintaining the shared office calendar.
- Maintain agency shared contact information.
- Receive and route incoming mail, and route outgoing mail.
- Receive and inspect goods and provide backup documentation to the Finance Team.
- Assist with preparation of correspondence, memos, written reports, and presentations as required.
- Perform administrative tasks to support TPA objectives and meet other state and federal requirements.
- Assist the Executive Director with day-to-day operations and handle additional responsibilities in the Executive Assistant's absence.
- Assist with event planning and coordination for agency hosted events.
- Review and update the TPA website, reports, and presentations created by TPA staff.
- Monitor inventory levels and consumption patterns of TPA supplies.

- Guide and escort TPA office building 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.
- Associate degree in business, public administration, or a related field is preferred.
- One (1) or more years of experience in general office experience is preferred.
- Experience working with a government agency is preferred.

Certificates, Licenses, Registrations

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

Knowledge

- General office administrative practices and clerical procedures.
- Structure and content of business English including the meaning and spelling of words, rules of composition, and grammar.
- Event planning and coordination.

Skills

- Competent in both oral and written communication.
- Use and operate computer systems including Microsoft Word, PowerPoint, Outlook, and Adobe Acrobat.
- Preparing and editing documents.
- Speak English fluently.

Abilities

- Communicate clearly both orally and in writing.
- Organize and analyze information.
- Manage multiple assignments.
- Use computer applications including the Microsoft Suite, Adobe Acrobat and Creative Suite of software.
- Understand complex issues and explain them in "plain speak."
- 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

Employee will primarily work in the office so fewer than 5% of the employee's time may be spent outside the office travelling to transportation related 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.