

**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA)
POSITION DESCRIPTION**

Position Title: Executive Assistant
Department: Administration
FLSA Status: Exempt Pay: Salary/E6

Category: Non-Safety Sensitive
Revision Date: 08/19/24
Reports to: General Manager

JOB RESPONSIBILITIES (Performs other related duties as assigned.)

Provides a variety of routine and complex clerical and administrative work in support of the General Manager and senior staff to achieve effective implementation of organizational policy and mission. Promotes a positive image of PARTA by providing customer-oriented service. Performs work safely; follows safety work rules, guidelines and procedures and exercises maximum care and good judgment to prevent injury and accidents from occurring.

ESSENTIAL FUNCTIONS OF THE POSITION

Conserves General Manager's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications. Maintains General Manager's appointment schedule and coordinates schedules for senior staff members by planning and scheduling meetings, conferences, teleconferences and travel; prepares itineraries; coordinates activities with other departments and agencies as needed.

Welcomes customers by greeting them in person or on the telephone; answering or directing inquiries. Maintains confidence of customers, staff, and others by keeping sensitive information confidential as appropriate. Advises General Manager of pertinent information as appropriate.

Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics for General Manager and staff. Prepares reports by collecting and analyzing information; prepares drafts of speeches, presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned. Participates in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations.

Schedules and attends regular and special Board and committee meetings serving as support for the Board as it relates to support of the General Manager as an employee of the Board of Trustees; interacts, corresponds with, and performs various tasks for the Board as directed by the General Manager. Maintains official list and contact information of Board members, including terms and committee assignments. Ensures meetings are held in accordance with public meeting laws and PARTA Board of Trustee Bylaws. Attends other administrative meetings as assigned; accurately records proceedings; prepares minutes utilizing proper legislative terminology; records, indexes and files for the public record; distributes information as requested.

Prepares and advertises meetings, agendas, bid and other advertisements, and legal notices of public hearings and regular, special and committee meetings. Prepares and distributes agendas, materials, minutes and records of meetings.

Serves as custodian of official records and public documents; performs certification and recording as required on legal documents and other records requiring such certification; seals and attests by signature to resolutions or other documents requiring certification; catalogs and files records. Works with other departments to complete records destruction, in accordance with approved records schedules.

May provides public records and information to citizens, civic groups, the media and other agencies as directed. Investigates and follows-up on citizen requests for service, complaints, and requests for information as directed.

Assists in the Fore! Transit foundation's public meetings by scheduling meetings as needed; advertising; preparing information; and producing accurate minutes. Assists in the foundation's outreach efforts to raise funds to support those who need transportation in Portage County.

Serves as a notary public.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties. Participates in training and retraining classes and programs as needed. May maintain office supplies inventory; evaluate new office products; place orders for supplies; verify receipt of supplies. May ensure operation of equipment by completing preventative maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

QUALIFICATIONS

High school diploma or equivalent and five years administrative support experience with three years at executive level; or an equivalent combination of education and/or experience that demonstrates possession of the following knowledge, skills, and abilities:

Knowledge of: principles and practices of modern public administration; office practices and procedures; contemporary records management techniques, including legal requirements for recording, retention and disclosure; Robert's Rules of Order; and familiarity with parliamentary procedures for public bodies.

Skill in: operation of listed tools and equipment.

Ability to: communicate effectively verbally and in writing; demonstrate knowledge and proficiency in the use of the English language; establish effective working relationships with coworkers, public officials, and the public; understand and carry out written and oral instructions; read and interpret information; exercise tact and discretion when dealing with confidential matters and the public; utilize personal computer and related hardware

and software applications, including word processing, spreadsheet, desk top publishing, and data management programs; prepare and transcribe minutes in a short period of time; coordinate daily office activities; maintain a subject matter filing system; perform multiple tasks simultaneously; learn standard operating procedures as well as new procedures as they are developed; promote positive image of *PARTA* by providing customer-oriented service.

LICENSURE OR CERTIFICATION REQUIREMENTS

- A) Valid State of Ohio Driver's License with no more than four points required at time of hire.
- B) Successful completion of previous employment verification, criminal background investigation.
- C) Successful completion of Non-Department of Transportation Pre-Employment Drug Screen.
- D) Successful completion of Notary Public certification within six (6) months of hire.

TOOLS AND EQUIPMENT USED

Operates tools and equipment including but not limited to: personal computer and related hardware and software, including word processing, spreadsheet and data base software, scanner and other related office technology; typewriter, 10-key calculator; telephone; cellular phone; copy machine; fax machine; audio/visual equipment and related components.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to sit; stand; walk; talk; use hands to finger, feel or operate objects, tools or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

In accordance with the U.S. Department of Labor Physical Demands Strength Rating, this is considered Light-Work – exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force to constantly move objects.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The working environment involves exposure to conditions generally found in an office setting. The employee may move, lift, and/or retrieve items of standard office use, such as paper by the ream or box, file record storage boxes and office equipment.

Work is typically performed indoors in an office environment. It is subject to deadlines under pressure and irregular activity schedules, including evenings.

The noise level in the work environment is usually quiet.

ADDITIONAL INFORMATION

Selection shall be based on ability to meet those job qualifications specified in the job description. This shall be determined from information received through the job application, resume, interview and references and may include job-related testing. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PARTA has established the goal of 100 percent drug and alcohol-free workplace. Applicants will be required to undergo pre-employment drug testing and may be subject to further urine and alcohol testing throughout their period of employment. The employee will be required to comply with the employer's Drug and Alcohol-Free Workplace Policy.

“*PARTA* does not discriminate in provision of services or employment because of handicap/disability, race, color, creed, national origin, sex or age.”