



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
JOB POSTING #2021-25**

CLOSING DATE: OPEN UNTIL FILLED

Job Title: Executive Administrative Assistant

FLSA Status: Non-Exempt

Work Location: 602 N. Staples

Department: General Management

Reports To: Chief Executive Officer

Grade: 20 Salary: \$21.84 - \$35.60
(Min-Max)

General Summary: Under direct supervision of the Chief Executive Officer, provides support, general office management, administrative duties and coordinates the department's daily workflow, including communicating with various departments, external organizations, Board Members, and the general public.

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Performs office and records management administrative duties for the General Management Department, including establishment and maintenance of program databases, maintenance of automated and hard copy files/records, maintenance of statutes, regulations, guidelines, and procedures governing functional programs, and preparation of general correspondence.
- Periodically assists with vendor and community outreach efforts.
- Provides complex administrative and clerical support in calendaring and scheduling, tracking, recording, coordinating and gathering information, typing, drafting, and distributing various documents/forms, making travel arrangements, providing reception and information services and payroll.
- Reconciles P-card charges for General Management Department, tracks and reports the budget expenditure requests, coordinates and prepares travel reports, analyzing billings, maintaining status reports on department's projects and programs, assisting in budget preparation and reporting.
- Provides administrative support functions for the Board of Directors.
- Provides administrative support functions for all Committees including the coordination of all arrangements for monthly meetings, preparation and distribution of agenda, meeting packets, documents, correspondence, reports, charts, and other hand-out materials, records and prepares minutes, and takes all necessary follow-up administrative action required.
- Maintains confidentiality regarding all RTA related business information and personnel issues.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Maintains orderly files.
- Oversees department's management of records.
- Performs other duties as assigned.

It is the RTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.

Qualifications include:

Knowledge of:

- Effective time management;
- Modern office procedures, methods, office and computer equipment;
- Demonstrated superior verbal and written communication skills;
- Demonstrated strong analytical, problem solving and negotiation skills;
- Demonstrated excellent interpersonal relationship and teambuilding skills; and

- Strong command of English usage, spelling and vocabulary;
- Bilingual skills, in Spanish, are preferred.

Ability to:

- Communicate effectively verbally and in writing;
- Learn and comprehend EEOC, DBE, Open Records and ADA laws and regulations;
- Willingly foster a positive work environment;
- Provide service in a courteous and professional manner;
- Multi-task and work with a diverse group of people;
- Exercise independent judgment and responsible decision making;
- Understand and follow oral and written instructions;
- Transcribe, compose and edit board and committee minutes;
- Comply with Regional Transportation Authority policies and procedures; and
- Maintain a dependable attendance record.

Skills:

- Operate a variety of office equipment including a computer, calculator, copier, facsimile machine, shredder, and typewriter;
- Type at a speed necessary for successful job performance;
- Interpersonal communication skills at a level suitable for courteous business interaction with the Board of Directors, all staff and management levels within the Authority, representatives and officials of public and private agencies, vendors, and the general public;
- Proficiency in Microsoft Access and/or similar database application(s);
- Proficiency in Microsoft Excel and/or similar spreadsheet application(s); and
- Proficiency in Microsoft Word and/or similar word processing application(s).

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Associates degree from 2-year-college or accredited business school.
- **Experience:** Minimum three (3) year's work experience in a related work area.
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for position to operate RTA vehicles.

Working Conditions and Physical Requirements:

Works primarily in a typical, climate controlled office environment. Average amount of overtime and extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential and marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 10lbs.

CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace. M/F/D/V