



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**

**JOB POSTING #2022-18**

**CLOSING DATE: OPEN UNTIL FILLED**

**Job Title:** Senior Administrative Assistant (Customer Program)      **FLSA Status:** Non-Exempt  
**Work Location:** 602 N. Staples      **Department:** Staples Street Center  
**Reports To:** Managing Director of Customer Services      **Pay Grade:** 17      **Salary:** \$19.53 HR

**General Summary:** Performs responsible general clerical, recordkeeping and administrative support duties related to the office of the Managing Director of Capital Programs and Customer Services.

**Essential and Marginal 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:

- Assists the Managing Director of Capital Programs and Customer Services in scheduling of meetings, preparation of agendas, and organization of information for such; attends designated monthly meetings and prepares minutes of discussions and decisions.
- Assists with the preparation of the Division's annual budget and prepares the monthly variance reports for the Managing Director's review.
- Maintains accurate records of department's financial transactions, tracks budget expenses, reconciles P-card receipts for the Capital Programs/Customer Services Divisions, performs payroll functions and codes/processes invoices for payment for the Division.
- Provides administrative support functions for the Administration and Operations Committees and various Board Subcommittees 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.
- Provides administrative monthly support functions for the Regional Committee on Accessible Transportation (RCAT) including the coordination of all arrangements for monthly meetings, preparation and distribution of agenda, meeting packets, documents, correspondence, reports, charts, and other handout materials, records and prepares minutes, and takes all necessary follow-up administrative action required.
- Individual will be cross-trained in other areas of the department to act as a back up when needed.
- Performs research for particular projects and initiatives; interacts with other groups to obtain information and discuss policies, procedures and practices.
- Prepares statistical reports to provide information to management.
- Assist in the process and development of Special Projects assigned as needed.
- Performs general administrative telephone, mail, and receptionist duties.
- Establishes and Maintains effective working relationships with those contacted in the course of work.
- Maintains confidentiality regarding all CCRTA related business information and personnel issues.
- Performs a variety of related duties and responsibilities as required.

*It is the CCRTA'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; and
- Strong command of English usage, spelling and vocabulary.

**Ability to:**

- Communicate effectively verbally and in writing;
- 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 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);
- Proficiency in Microsoft Word and/or similar word processing application(s); and
- Proficiency in Microsoft PowerPoint and/or similar PowerPoint 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:** Associate degree from 2-year college or accredited business school
- **Experience:** Minimum two (2) year work experience in a related administrative area.
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for position to operate CCRTA vehicles.
- **Other Requirements:** Must be at least 18 years of age. Any job offer and continued employment is contingent upon completing and passing a pre-employment job agility evaluation, physical, drug and alcohol screen and background investigation with not more than two moving violations or accidents in the past three years, no more than one DWI/DUI in a lifetime, and no DWI/DUI in the past five years.

**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.