

JOB DESCRIPTION

EXECUTIVE ASSISTANT

Definition

Serves as Executive Assistant to Placer County Transportation Planning Agency's Executive Director and its staff members. This involves performing a wide variety of specialized and difficult administrative and clerical duties, in-depth knowledge of current operations, policies and procedures of the agency, and supporting all levels of staff in a way that best serves the overall performance of the agency. Serves as Secretary to the Board of the Placer County Transportation Planning Agency, the South Placer Regional Transportation Authority and the Western Placer Consolidated Transportation Services Agency.

Examples of Duties

- Provides administrative support to Executive Director and staff; makes appointments and maintain calendars
- Schedules meetings with city, county, and government officials and their staff and public/private sector citizen groups
- Types, proofreads and maintain a variety of documents including general correspondence, memos, proposals, plans and statistical charts from rough draft or verbal instruction
- Independently responds to routine correspondence by composing short letters or making telephone calls
- Acts as a receptionist, screens calls and visitors; responds to requests for information regarding transit availability throughout the County
- Responsible for preparation and distribution of monthly Board agenda packet, recording and transcribing of minutes of Board meetings and monthly Technical Advisory Committee meetings; recording and file maintenance of all Board action items
- Directs mail to appropriate staff, segregates correspondence requiring immediate attention
- Establish and maintains a variety of files
- Assembles and distributes agendas for various committees and working groups
- Makes travel arrangements
- Operates a variety of office equipment
- Take and transcribe meeting minutes, as necessary
- Other duties as assigned

Ability to

- Perform administrative assignments independently
- Prioritize and multi-task
- Compose correspondence and forms independently
- Make decisions in procedural matters without immediate supervision
- Make arithmetical calculations with speed and accuracy
- Prepare and maintain complete records and reports and devise improvements as necessary
- Understand and carry out oral and written directions
- Establish and maintain effective working relationships with Board members, other elected officials, external committee members, other outside agencies and the general public
- Type accurately from clear copy at a rate of 60 words per minute
- Perform given tasks using current software, including Word, Excel, Adobe, and Outlook

- Answer the telephone clearly, politely and correctly
- Operate a multi-line phone

Experience

Five years of increasingly responsible administrative and clerical experience sufficient to demonstrate possession of the skills necessary to function as executive assistant to an agency director and agency staff.