



## **JOB VACANCY POSTING**

**OPEN TO ALL APPLICANTS: June 26, 2015**

<b>POSTING:</b>	<b>0143-14</b>	<b>FULL/PART-TIME:</b>	<b>Full-Time</b>
<b>TITLE:</b>	<b>Administrative Assistant</b>	<b>HRS. PER WEEK:</b>	<b>40</b>
<b>POSITION HIRING RANGE:</b>	<b>\$17.33 – \$19.06/hr.</b>	<b>SCHEDULE:</b>	<b>M – F</b> <b>8 am – 5 pm</b> Able to work evenings, weekends and holidays as necessary
<b>POSITION SALARY RANGE:</b>	<b>\$17.33 – \$27.92/hr.</b>		
<b>DEPARTMENT:</b>	<b>Engineering &amp; Construction</b>		

### **ADMINISTRATIVE ASSISTANT**

#### **Summary**

The South Florida Regional Transportation Authority (SFRTA), a tri-county public transit authority serving Miami-Dade, Broward and Palm Beach counties, is seeking an experienced individual to perform and/or oversee a variety of associated administrative duties, information-gathering projects and tasks, and provide continuous staff support. Duties may also include planning/organizing special events within the organization, as required.

#### **Responsibilities**

- Oversee and/or perform a range of diverse administrative activities for the department and organizational unit; serve as a central point of liaison with other departments and external constituencies in the resolution of a variety of day-to-day matters concerning the agency/departments.
- Provide and/or oversee support activities for the department such as answering telephones, inquiries of visitors, review and control of incoming and outgoing mail, follow-up on operational commitments, prepares photocopies and facsimiles.
- Assist in the development of materials for the Board of Directors meetings, writing agenda materials, assembling materials, notification of meetings, attendance at meetings and producing minutes.
- Schedule appointments, maintain calendar and manage emails for Director of Engineering and Construction while supporting the department's efforts to manage schedules, coordinate meetings, facilities usage, events and travel and lodging arrangements through the Executive Department.
- Provide ongoing support to the Department to ensure appropriate background and preparation for daily, weekly and monthly meetings and issues.
- Maintain a comprehensive filing system and other databases utilizing computer software.
- Take the initiative to perform tasks in support of the Department's projects.

## **Required Qualifications**

- Excellent organizational and personnel skills, strong analytical skills, and superior communication and interpersonal skills.
- Ability to perform a wide variety of clerical and secretarial functions including creating presentations, spreadsheets and forms in various software formats.
- Ability to balance competing priorities and deadlines.
- Ability to carry out tasks with minimum guidance.
- Ability to communicate well orally and in writing.
- Ability to work with a personal computer in a Windows environment. Must be proficient in Microsoft Office with advanced skills in Word, Excel, Access, Outlook, PowerPoint and Adobe Acrobat.

## **Required Education/Experience**

- Associates degree, *plus*
- A minimum of five (5) years of related secretarial/administrative experience.
- *Or any equivalent combination of related training and experience.*

## **Benefits & Compensation**

The South Florida Regional Transportation Authority offers a competitive salary and comprehensive benefits package. Benefits include:

- Paid holidays, vacation, sick and personal time.
- Health Insurance through the State of Florida – PPO or HMO.
- Participation in the Florida Retirement System (FRS).
- Employer paid life insurance and long term disability coverage.
- Ability to enroll and contribute to one of the State of Florida deferred compensation plans.
- Tuition Reimbursement program.
- Free train transportation on Tri-Rail; a savings of up to \$900/yr.
- Paid memberships in organizations related to employees' field/profession.
- Paid workshops, seminars and educational conferences related to profession.

## **To Apply**

SFRTA Employees must complete a Transfer Application Form and submit it along with a copy of most recent resume to the Human Resources Department. Transfer Applications are available on the SFRTA Intranet and the Human Resources Department. All others should e-mail an SFRTA Employment Application, and resume, along with salary requirements, to [jobs@sfirta.fl.gov](mailto:jobs@sfirta.fl.gov), or fax to 954-653-9105 or mail to, M. David Trabal, Human Resources Manager, at 800 NW 33<sup>rd</sup> Street, Pompano Beach, FL 33064. Applications are available online at [www.sfirta.fl.gov](http://www.sfirta.fl.gov).

**EOE/Smoke and Drug Free Workplace**