



## **JOB VACANCY POSTING**

**OPEN TO ALL APPLICANTS: April 30, 2015**

<b>POSTING:</b>	<b>0143-11</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>Executive</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, and inquiries of visitors, review and control of incoming and outgoing mail, follow-up on operational commitments, prepares photocopies and facsimiles.
- Assist in with project planning, development of materials for presentations and public meetings, and execution of stated goals.
- Take and transcribe committee minutes and distribute as appropriate.
- Schedule appointments for Director of Finance and maintain calendars, schedules, coordinate meetings, facilities usage, events, and travel and lodging arrangements through the Executive Department.
- Resolve routine administrative problems and replies to inquiries concerning activities and operations of the department/authority by selecting relevant data from a variety of sources.
- Oversee insurance issues and policies for the authority. Ensure that the necessary insurance coverage is in force at all times. Process all applications for renewal or new coverage before the due dates. Maintaining a comprehensive listing of all policies, numbers, dates of coverage, premium amounts.

## **Required Qualifications**

- Requires good telephone skills in dealing with the public in often difficult situations.
- Ability to be a troubleshooter and person available to help anyone with a variety of projects.
- Good computer skills are a must as well as good analysis skills.
- Ability to communicate well orally and in writing.
- Ability to analyze data and prepare reports.
- Ability to understand and carry out complex oral and written instructions.
- Ability to work with a personal computer in a Windows environment. Must be proficient in Microsoft Office with advanced skills in Word, PowerPoint, Excel, Access and Outlook.

## **Required Education/Experience**

- Associates degree, plus.
- 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@sfrta.fl.gov](mailto:jobs@sfrta.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.sfrta.fl.gov](http://www.sfrta.fl.gov).

**EOE/Smoke and Drug Free Workplace**