



JOB VACANCY POSTING

POSTING:	0145-06	FULL/PART-TIME:	Full-Time
TITLE:	Administrative Assistant	HRS. PER WEEK:	40
POSITION HIRING RANGE:	\$36,053 - \$39,658	SCHEDULE:	M – F 8 am – 5 pm Able to work evenings, weekends and holidays as necessary
POSITION SALARY RANGE:	\$36,053 - \$58,064		
DEPARTMENT:	Administration		
OPEN:	May 3, 2017	CLOSING:	May 24, 2017

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 Administrative Assistant to perform a variety of administrative support duties for the Administration department under the direction of the Director of Administration/EEO Officer; provide administrative support to the Corporate and Community Outreach Office, Administrative Compliance Officer and Records Manager; serve as a liaison with other departments and external constituencies in the resolution of a variety of day-to-day matters concerning the department.

Responsibilities

- Provide support activities for the department such as answering telephones calls, receiving and directing visitors, reviewing and routing incoming and outgoing mail and following-up on operational commitments.
- Assist with project planning, development of materials for presentations and public meetings, and execution of the Director's stated goals.
- Maintain South Florida Regional Transportation Authority (SFRTA)/Tri-Rail's news clips archive. Create a daily news clip package for distribution to other agencies and elected officials as well as to SFRTA Governing Board members.
- Monitor and reconcile expenditures as related to the Corporate & Community Outreach and Marketing Services contract and facility research of prior expenditures as needed.
- Maintain meeting calendar, schedule meetings, gather agenda items and take attendance. Create name tags for guests as well as a master list of invitees and make food/beverage counts and assist in setting up and breaking down the site for special events.

Required Qualifications

- Excellent grammar, editing and proofreading skills to review documents to make sure there are no spelling, grammatical or typographical errors.
- Proficient typing skills; minimum typing speed of 40 WPM.
- Analyze data, prepare reports, troubleshoot and assist with a variety of projects.
- Oral, reading and writing English communication skills.
- Computer skills in a Windows environment. Requires proficiency in Microsoft Office with advanced skills in Word, PowerPoint, Excel, Access and Outlook.

Required Education/Experience

- Accredited Associates degree.
- A minimum of five (5) years related 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 for employees and their families, including health, dental, vision and other supplemental insurance products.
- Participation in the Florida Retirement System (FRS) Pension Plan or Investment Plan.
- Employer paid life insurance and long term disability coverage.
- Participation in the State of Florida 457 deferred compensation plan.
- Tuition assistance 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

Visit www.sfrta.fl.gov

EOE/Smoke and Drug Free Workplace

This posting in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This posting has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently.