

Title: Assistant to the Executive Director  
Supervisor: Executive Director  
Salary Range: \$49,700 - \$75,300  
FLSA Classification: Exempt

### **SUMMARY**

Under general direction, provides a full range of highly complex and varied administrative support to the Executive Director of the Central Virginia Transportation Authority (CVTA); serves as the principal administrative support to the Executive Director and acts as a liaison between the Executive Director and the general public, appointed boards and committees and other governmental agencies.

### **ESSENTIAL JOB FUNCTIONS**

Schedules meetings for and manages the calendar of the Executive Director and serves as a point of contact between the Executive Director and elected officials, agency heads and business leaders.

Assists in the preparation of monthly agendas for CVTA board meetings. Assembles final agendas for posting on the CVTA website.

Prepares correspondence, memoranda, agendas, reports, certificates, presentations and resolutions for the Executive Director; ensures materials and documents for signature are accurate and complete; proofreads all documents for accuracy and completeness.

Maintains and updates database of CVTA contact information.

Ensures livestreamed meetings are posted correctly to the agency YouTube channel and are accessible to the public.

Prepares agenda notices and related material for various CVTA committee meetings and distributes as necessary. Proofreads documents for completeness and accuracy.

Serves as a point of contact for the Executive Director by communicating information, requests and direction from the Executive Director as well as the CVTA concerning issues of a highly critical, confidential or sensitive nature.

Exercises discretion, responsibility and trustworthiness in handling matters of a confidential nature. Prepares confidential reports, plans, memoranda, and correspondence as directed by the Executive Director.

Works closely with PlanRVA to process and track employee expenses and vendor invoices ensuring prompt reimbursement. Coordinates with PlanRVA to manage the procurement of supplies and services for the CVTA office in accordance with prescribed processes and policies.

Receives and screens inquiries and concerns electronically, by phone and in person, and provides requested information or refers to Executive Director as appropriate.

Reviews incoming mail and correspondence to determine appropriate distribution and disposition. Makes decisions on administrative matters.

## **KNOWLEDGE, SKILLS & ABILITIES**

Comprehensive knowledge of standard office practices and procedures with thorough knowledge of Microsoft Office software, including knowledge of word processing, presentation, database and spreadsheet software. Must have ability to assist others in software usage. Must be able to utilize Adobe Acrobat and basic manipulation of the website to post and edit CVTA content.

Must develop and have a thorough knowledge of the organization and functions of the CVTA and possesses the ability to perform and organize work independently, meeting all deadlines.

Must have excellent verbal and written communications skills to prepare, present and communicate complex ideas effectively. Must have strong business writing skills to prepare correspondence for the Executive Director. Ability to effectively relay general and sensitive information to diverse groups through oral and written methods of communication.

Must be able to coordinate, organize and manage meetings while keeping accurate meeting notes/minutes. Ability to recognize unplanned or special needs during meetings and accommodate such needs with minimal direction or disruption.

Must be able to conduct oneself in a professional manner, be appropriately respectful of the rights of others in the workplace and work cooperatively with co-workers, supervisors, localities, and vendors. Must be able to communicate with employees, public officials, and citizens tactfully.

Ability to work independently, but seek guidance when uncertainties arise. Must be able to perform a variety of assigned tasks that may vary from day to day with the ability to adjust routine procedures to accommodate challenges or improve processes.

Must be able to maintain an appropriate work pace, focus on routine and complex tasks without distraction or compromising accuracy, and complete tasks within an expected time frame. Ability to adjust to typical work stressors and maintain composure in stressful situations is essential.

Must be able to work with minimal supervision and be able to recognize unplanned or special needs as necessary and appropriately respond to situations.

### **Supervisory Responsibility**

This position does not include supervisory responsibility on an ongoing basis but may include temporary staff or volunteer supervision and requires coordination of multiple members of staff as project lead or primary individual responsible for a given activity or project. Significant coordination with other staff members is essential.

### **Position Type/ Expected Hours of Work**

This is intended to be a full-time exempt position with expectation of working a standard work week with some flexibility to accommodate deadline specific activities and work life balance. Occasional early morning, evening and weekend work may be required for specific project deadlines or meetings as job duties demand.

## **Travel**

Some travel within the region for meetings or training is expected. Limited out of region travel may be involved to support professional development and representation of the region in state and national events.

## **EDUCATION & EXPERIENCE**

Minimum of a high school diploma or GED plus 7 years of experience in related positions with increasingly responsible executive administrative support work. An Associate's or Bachelor's degree will substitute for commensurate years of experience.

## **ADDITIONAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of automated office machines which include computers, copiers, printers, postage, phones, and other related office machines. Occasional walking to and from offices, intermittent stooping and bending at files. Will be required to sit for extended periods of time in meetings and to perform daily tasks while sitting/standing at a desk and in front of a computer.

Must be able to assist in preparing conference rooms for meetings, including distributing and setting up materials, creating and managing virtual meeting platforms, and arranging tables for scheduled attendees.

Must be able to hear at a conversational level to answer incoming calls and record minutes of meetings.

Numerical Aptitude: Requires the ability to perform basic mathematical calculations using addition, subtraction, multiplication and division.

*This position description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.*

*PlanRVA strives to cultivate and maintain an inclusive culture among its staff members. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at PlanRVA are based on agency need, job requirements and individual qualifications, without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, disability or any other status protected by the laws or regulations applicable in the Commonwealth of Virginia.*