

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

POSITION TITLE: Executive Assistant/Clerk to the Board

REPORTS TO: Chief Financial Officer, while directly supporting the Executive Director

BACKGROUND:

The main focus of this position will be Executive Assistant level support to the Executive Director and Clerk to the Board responsibilities.

This position will also support the office with administrative activities to include office management duties as assigned by the Executive Director and Chief Financial Officer (CFO). Most staff members will prepare their own material; however, they may need assistance in formatting graphics and presentation media as well as the use of standard office technology.

SPECIFIC RESPONSIBILITIES:

a. Executive Assistant to Executive Director

- Provide high-level administrative support to the Executive Director.
- Maintain the Executive Director's calendar and appointment schedule by planning and scheduling meetings and travel.
- Conserve Executive Director's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information and maintaining organized files.
- Produce routine correspondence and emails for the Executive Director.
- Welcome guests by greeting them, in person or on the telephone; answering or directing inquiries.
- Prepare PowerPoint presentations for Executive Director speaking engagements.

b. Clerk to the Board

- Prepare for and support Authority Board and Committee meetings to include collating materials for member meeting packages, arranging meeting facilities; preparing full and accurate minutes (draft and final)
- Responsible for legal advertisements, must be or become familiar with the statutes addressing public meeting postings and advertisements.
- Schedule and coordinate meetings of the Board and officials for NVTA commitments, ensuring availability of rooms, equipment, materials, refreshments, etc., as requested or otherwise deemed necessary.
- Certify quorums and Board vote results.
- Index and prepare minutes as historical account of actions taken by the Board.
- Responsible for the NVTA corporate seal and the retention of official records including minutes, records of NVTA-appointed committees,

resolutions, contracts, agreements, and leases, etc., in accordance with the Virginia statutes.

- Prepare official copies of documents including resolutions and meeting minutes as adopted by the Board; certify legal documents on behalf of the NVT A.
- Track Committee appointments and notify the Executive Director of expiring terms.
- Maintain attendance records for all Authority members.
- Prepare and coordinate special or ceremonial events for Authority.
- Maintain confidential information.

c. Administrative Support and Office Management

- Provide general office support and assistance.
- Provide general information to callers and visitors.
- Support staff with standard office software assistance.
- Maintain office supply inventory by checking stock to determine inventory level; anticipating needed supplies, perform routine procurement functions.
- Coordinate office facilities, to include furniture, computer, telephone and network service and liaison with building management
- Provide backup for payroll and accounts payable support functions as directed.
- Ensure operation of equipment through preventive maintenance; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Monitor and address all emails and phone calls placed to the NVT A general email address and phone line.

PREFERRED CHARACTERISTICS:

- Ability to execute tasks with minimal supervision.
- Ability to work well with elected and senior appointed officials.
- Ability to draft concise, readable meeting minutes and notes
- Ability to communicate orally in a coherent, clear and understandable manner.
- Ability to respond flexibly to a small staff with significant demands on time.
- Ability to maintain a flexible work schedule, while ensuring core duties are completed on time.
- Understanding that nature of the position requires some evening work (e.g. Authority and Committee meetings)
- Professional presentation and office demeanor (in person or telephonically)

QUALIFICATIONS:

- Interpersonal Communications: Must be able to communicate with tact, judgment, empathy, energy, utilizing strong organizational skills. Must be able to speak to people with poise, voice control and confidence.
- Writing Skills, Reporting Skills, Scheduling, Microsoft Office Skills, Organization, Time Management, Presentation Skills, Equipment Maintenance, Travel Logistics, Verbal Communication.
- Language Ability: Requires the ability to listen to extensive discussions and provide a concise summary of all pertinent data, including all legal and historical aspects. Requires the ability to read and prepare a variety of correspondence, using prescribed formats and assuring that such documentation is correct in form and style.
- Four year degree or an associate degree in public administration, finance, business or related field with at least 2 years of experience in administrative work; or an equivalent combination of training and experience that provides the required knowledge, skills, and abilities.
- Must hold or be qualified to become a Virginia Notary Public (no felony convictions), at NVTA expense.
- Knowledge of English grammar and spelling is essential.
- Ability to organize and perform work independently is necessary.
- Strong skills in the use of selected software programs (e.g., Word, Excel, PowerPoint) is essential.
- Relevant experience as an office manager is beneficial.
- Experience as an executive assistant is beneficial.
- Experience in a public sector environment is beneficial.
- Experience as a jurisdictional clerk and/or clerk to a board/commission is beneficial.

WORK ENVIRONMENT:

Work will typically be performed in a quiet office environment. Support to Authority and committee meetings will be in a public meeting environment that may be crowded and sometimes noisy.

Please express interest in this position by emailing your resume with a brief cover note to: Michael.Longhi@thenovaauthority.org, with a cc to Peggy.Teal@thenovaauthority.org