



## Northern Virginia Transportation Authority

*The Authority for Transportation in Northern Virginia*

### NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

**POSITION TITLE:** Executive Assistant to the Chief Executive Officer

**REPORTS TO:** Chief Executive Officer

**SALARY:** Approximately \$80,000 (Depending on qualifications and experience)

**BACKGROUND:**

The Northern Virginia Transportation Authority (NVTA) is a regional governmental entity responsible for long-range transportation planning for regional transportation projects in Northern Virginia. With a dedicated revenue stream, the Authority makes multimodal transportation investments that reduce congestion throughout the region. The Authority has an enthusiastic staff and is hiring a newly established Executive Assistant to the Chief Executive Officer position.

This is an ideal position for an early/mid-career regional transportation planner to support the Authority's evolving transportation planning responsibilities and to oversee our growing portfolio of transportation investments in Northern Virginia. In less than seven years, NVTA has directly invested \$2.5 billion in multi-modal transportation projects across the Northern Virginia region, this is growing by \$500+ million every two years.

NVTA staff work closely with their counterparts at the jurisdictions (four counties and five cities) in Northern Virginia, as well as the region's five largest towns, VRE, OmniRide, WMATA, and numerous other regional partners and stakeholders. We are currently updating TransAction (the region's long-range transportation plan for Northern Virginia) and our Six Year Program.

The Executive Assistant to the CEO is responsible for providing comprehensive support to the CEO, in the areas of writing and editing e-mails, memos, and preparing communications, organizing meetings, including scheduling and sending reminders on the CEOs behalf). The Executive Assistant to the CEO will be the point person for the Authority's Five-Year Strategic Plan and annual goal monitoring. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and integrity.

## **SPECIFIC RESPONSIBILITIES:**

- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and administrative reports.
- Coordinates the Five-Year Strategic Plan monthly and annual monitoring and cyclical renewal.
- Coordinates the CEO's outreach activities. Following up on contacts made by the CEO to cultivate ongoing relationships, furthering the Authority's outreach goals.
- Monitors and reports progress made on CEO/organizational goals.
- Provide sophisticated calendar management for CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements and the best use of the CEO's time.
- Schedule meetings; draft agendas; develop, compile, and distribute presentation materials. Adhere to compliance with applicable rules and regulations set in the NVTB Bylaws and State open meeting requirements.
- Serve as the primary point of contact for on matters pertaining to the CEO, including those of a critical nature. Prioritize and determine appropriate course of action based on prior guidance from the CEO.
- Act as a liaison and provide support to Authority Members, while keeping CEO apprised of activities.
- Work closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place regionally and within the office.
- Provides leadership to build relationships crucial to the success of the organization, and manage a variety of special projects for the CEO.
- Successfully complete critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, correspondence, and other tasks that facilitate the CEO's ability to effectively lead.
- Prioritizes conflicting needs; handle matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Ensures that the CEO's bio is kept updated and responds to requests for materials regarding the CEO and the organization in general.
- Edits and completes first drafts for written communications to external stake holders.
- Provides a bridge for smooth communication between the CEO and staff, demonstrating leadership to maintain credibility, trust, and support.
- Manage the CEO's information technology including hardware, software, desktop support, as well and smart phone and I-Pad.

**PREFERRED CHARACTERISTICS:**

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials.
- Technical proficiency and problem-solving skills related to IT support and troubleshooting.
- Strong verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- High degree of professionalism in dealing with diverse groups of people, including elected officials, senior executives, staff, and community leaders.
- Make appropriate, informed decisions regarding priorities and available time.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Ability to switch gears at a moment's notice.

**QUALIFICATIONS, EDUCATION, AND EXPERIENCE:**

- Minimum of a bachelor's degree in relevant field, e.g., public administration, transportation planning, environmental science (with transportation planning focus).
- Professional experience in metropolitan transportation planning is encouraged.

**ADDITIONAL CONSIDERATIONS**

- It is preferred that NVTA staff live in Northern Virginia.
- Considerable local travel should be anticipated.
- Depending on meeting schedules some evening commitments will occur.

**WORK ENVIRONMENT:**

Work will typically be performed in a quiet, office environment. Support to Authority (and potentially committee) meetings will be in a public meeting environment that may be crowded and sometimes noisy. Authority and committee meetings are often conducted during evening hours. Attendance at other regional evening meetings may be required. During periods of public engagement, evening and weekend work may be required.

COVID-19 Notice: After a successful transition to full time remote work in March 2020, NVTA staff currently work in office on Wednesdays and Thursdays, with the remaining portion of the week working remote. Each employee has an individual hard walled office, vaccinations are appreciated and encouraged. Masks must be worn in all common areas of the building. In office / remote work requirements are subject to change and will continue to evolve based on changes in public health guidance.

## **Application Information**

NVTA participates in the Virginia Retirement System (VRS). In addition, the Authority offers comprehensive medical and dental insurance, vacation and sick leave, life insurance and continuing education opportunities. Additional information regarding the Authority can be found at <https://thenovaauthority.org/>

This position is open until filled. The first review of resumes will commence on December 10, 2021. To apply, or ask questions, please send a cover letter and resume to [recruitment@thenovaauthority.org](mailto:recruitment@thenovaauthority.org)

**The Northern Virginia Transportation Authority prohibits discrimination on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation or disability.**