



## Northern Virginia Transportation Authority

*The Authority for Transportation in Northern Virginia*

### NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

**POSITION TITLE:** Authority Board Secretary

**REPORTS TO:** Chief Financial Officer and Assistant Financial Officer

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

**BACKGROUND:**

This position oversees the traditional municipal clerk duties, as relevant to the Northern Virginia Transportation Authority (NVTA) including meeting processes, records management, and providing access to information in coordination with the relevant NVTA functional specialty area and Freedom of Information Act (FOIA) requirements as directed by the Chief Financial Officer.

Performs additional responsible routine administrative duties becoming knowledgeable and able to support Authority administrative and financial functions as guided by the Assistant Finance Officer.

**SPECIFIC RESPONSIBILITIES:**

Board Secretary

- a. Oversees, prepares and distributes Authority meeting agendas and packets of related information. Prepares for and manages, from a staff perspective, Authority meetings, prepares summary minutes and maintains records of all minutes, motions and resolutions; indexes all actions taken and distributes information as needed.
- b. Serves as a custodian of all official Authority records and public documents; certifies and records the documents as legally appropriate; establishes and maintains a complex file and catalog system by accurately filing all Authority and Committee records and documents in accordance with state requirements.
- c. Prepares and advertises Authority meeting notices, procurement opportunities, legal notices, publications and other pertinent data. Ensures that all notices and legal publications are published and recorded as required. Updates NVTA website with Board meeting material.
- d. Maintains and preserves all official permanent records of Authority Member meeting records at the Board and Committee levels and stay in compliance with state-mandated retention schedules and procedures.
- e. Maintains Authority and Committee contact information, rosters, term limits and required Committee appointments.

- f. This position provides functional guidance to staff, as necessary to develop and guide consistent standards for meeting packet content, meeting protocol, open meeting compliance and legally required record keeping.
- g. Manage Authority, Governance and Personnel and Finance meetings and oversee procedures, advertising and record keeping logistics and required information materials. Updates NVTAs website with Committee meeting material.
- h. Develop and oversee practices and procedures for in-person, virtual or combination Authority and Committee, meetings including building security, conference room and audio/visual arrangements.
- i. Oversee Standing and Legislative Committee meetings, working with NVTAs staff to ensure compliance with NVTAs Bylaws and open meeting compliance as well as record keeping.
- j. Ensure proper post meeting record keeping for all Standing and Legislative Committees.
- k. Coordinate staff follow up in response to Board inquiries during Board meetings and briefings.
- l. Coordinate and administer all aspects of the annual Authority Organizational Meeting, public hearing process, including publishing and distribution of announcements in various media as required by NVTAs Bylaws and state and regulations.
- m. Provide guidance and support for Planning related public hearings before the Authority.
- n. Maintain and enforce the public records retention policy for Authority records.
- o. Build relationships with key stakeholders, including but not limited to elected officials, their representatives, employees, and external parties.
- p. Serves as the Authority designated Freedom of Information Act (FOIA) officer.
- q. Serves as a Notary Public and notarizes documents for the Authority; certifies official documents as requested.
- r. Performs a variety of administrative duties such as procurement, general ledger and payroll support, preparing various documents and reports, and work on special projects as needed.

**PREFERRED CHARACTERISTICS:**

- Self-starter comfortable working with considerable responsibility with minimal supervision.
- Ability to effectively schedule and plan multiple priorities with long and short term projects.
- Ability to interact at varying levels of authority and function as a liaison with internal and external parties.
- Effective public speaker and communicator.
- Experience and ability to work with elected leaders and within a political environment.
- Ability to communicate with elected and appointed officials and the general public.

- Knowledge of Public Service work environment, laws, rules, and procedures pertaining to notices, minutes, records, reports, agendas, materials and correspondence for a public agency.
- Familiarity in hosting WebEx or Zoom type virtual meetings.

**QUALIFICATIONS, EDUCATION, AND EXPERIENCE:**

- Minimum of a bachelor's degree in relevant field, e.g., public administration, business administration, communications, planning.
- Related professional experience in a municipal clerk's office, corporate board office or profit/non-profit board experience is desired.
- Ability to obtain a certification as a Municipal Clerk within a time frame established by the CFO.
- Must become a notary within a time frame established by the CFO.

**ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES**

- Thrive in a fast-paced, constantly changing work environment
- Microsoft Office skills: Word, PowerPoint, Excel
- It is preferred that NVTA staff live in Northern Virginia.
- Manage multiple duties at once.
- Depending on meeting schedules some evening commitments will occur.
- Have a keen sense and understanding of sensitive matters, confidential documents, and conversations with ability to employ strict discretion in sensitive situations.
- Virginia FOIA requirements or ability to attend initial/annual State training to become the Authority's designated FOIA Officer.

**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 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.

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

## **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)