



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 \$95,000 (Depending on qualifications and experience)

The Northern Virginia Transportation Authority (NVTA) is seeking a highly motivated and skilled professional to join our team as the Executive Assistant to the CEO. This dynamic position offers a unique opportunity for a professional with a background in regional transportation planning to support the CEO and contribute to NVTA's evolving transportation planning responsibilities.

BACKGROUND:

NVTA is a regional governmental entity dedicated to long-range transportation planning. Through a dedicated revenue stream, NVTA invests in multimodal transportation solutions to reduce congestion across the region. NVTA is comprised of an enthusiastic team committed to improving transportation in Northern Virginia.

This opportunity is positioned to make substantial regional contributions through supporting the CEO's crucial role. It provides the opportunity to work together with the support teams of regional elected, planning and finance leaders.

NVTA's primary responsibilities include updating TransAction, the long-range transportation plan for Northern Virginia and adopting a significant funding program, typically valued in excess of \$600 million, every two years.

In just over a decade, NVTA has directly invested \$3.8 billion in transportation projects spanning transit, rail, roadway enhancements, technology, bicycle and pedestrian infrastructure, and intersection/interchange improvements, across the Northern Virginia region.

Through the combination of NVTA's Regional Revenue and Local Distribution Funds, NVTA's investments to projects such as this are expected to:

- create 42,000 new jobs, with 90% remaining in Northern Virginia
- save 400 million hours of travel time by 2035,

- and provide \$6 billion in monetary savings for Northern Virginia taxpayers.

NVTA staff work closely with Northern Virginia counterparts including the four counties and five cities, as well as the region's five largest towns, and transit agencies, including Virginia Railway Express (VRE), OmniRide, Washington Metropolitan Area Transit Authority (WMATA), and numerous other regional partners and stakeholders.

SPECIFIC RESPONSIBILITIES:

- Serve as the primary point of contact for all 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.
- Apply experience, skills and talent to quickly develop self-sufficiency in the execution of all duties.
- Maintain critical awareness of regional transportation matters, paying close attention to those involving NVTA and of interest to the CEO. Review and recap regional transportation meetings such as the National Capital Region Transportation Planning Board and the Commonwealth Transportation Board in Virginia as examples.
- Provide support to NVTA's Governance and Personnel Committee including preparing meeting documents, summary minutes and staffing meetings. Additionally, this position coordinates NVTA's Annual Legislative Priorities working with CEO, senior management and legislative consultant.
- Represent NVTA on behalf of the CEO at events, to include speaking and presenting NVTA information and outreach.
- Act as a "barometer," having a sense for the issues taking place regionally and within the office and share insight to the CEO and senior management.
- Provide leadership to build relationships crucial to the success of the organization and manage a variety of special projects for the CEO.
- Provide a bridge for smooth communication between the CEO and staff, demonstrating leadership to maintain credibility, trust, and support.
- Successfully anticipate and complete critical aspects of deliverables with a hands-on, proactive approach, including drafting correspondence, and other tasks that facilitate the CEO's ability to effectively lead.
- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including assisting with special projects; designing, producing, and reviewing 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.
- Coordinate the CEO's outreach activities and communication. Following up on contacts made by the CEO to cultivate ongoing relationships, furthering the Authority's outreach goals.
- Monitor and report progress made on CEO/organizational goals.

- Act as a liaison and provide support to Authority members, while keeping CEO apprised of activities.
- 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.
- Work closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Schedule meetings; draft agendas; develop, compile, and distribute presentation and other materials. Adhere to compliance with applicable laws and regulations set in the NVTB Bylaws and Virginia open meeting statutes.
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures.
- Ensure that the CEO's bio is kept up to date and respond to requests for materials regarding the CEO and the organization in general.
- Compose, edit and complete first draft of written communications to external stake holders.
- Review and edit internal documents in advance of the CEO review or action.
- Manage the CEO's information technology including hardware, software, desktop support, as well as smart phone and I-Pad.

PREFERRED CHARACTERISTICS:

- Exceptional organizational skills that reflect ability to independently perform and prioritize multiple tasks seamlessly with impeccable attention to detail.
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability; able to make appropriate, informed decisions regarding priorities and available time.
- High degree of professionalism, emotional maturity, and resourcefulness.
- Highly resourceful team-player.
- Demonstrated ability to achieve high performance goals and meet deadlines.
- 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.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Ability to exercise excellent independent judgment.
- Ability to quickly change focus, direction, or approach in response to changing circumstances or priorities.

QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

- Minimum of a bachelor's degree, with preference for a focus in an area such as management, public administration, communications, political science, urban or

transportation planning, environmental science (with transportation planning focus).

- Professional experience in state and local government or metropolitan transportation planning is an additional plus.

Applicants who believe they are a well-rounded fit for the position are encouraged to apply, even if their qualifications do not align with those listed. NVTA values diverse experiences and backgrounds, believing they contribute to a stronger team.

ADDITIONAL CONSIDERATIONS

- It is preferred that NVTA staff live in Northern Virginia.
- Reimbursable local travel should be anticipated.
- Evening meeting 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. 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.

NVTA staff currently work in the office on Tuesdays, Wednesdays and Thursdays, with the remaining portion of the week working remote. Each employee has an individual hard walled office.

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. To apply or ask questions, please send a cover letter and resume to 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.