



JOB ANNOUNCEMENT

Position Title	Administrative Assistant and GRTA Board of Directors Executive Secretary
Supervises	No
FLSA Status	Non-Exempt
Pay Grade	L on Georgia Statewide Salary Plan (\$40,982.94 to \$71,720.15)

The State Road & Tollway Authority (SRTA) has an Administrative Assistant and GRTA Board of Directors Executive Secretary opportunity available within the Executive division for a detailed, organized, articulate, and responsible team player.

Job Summary

This position plays an important role in managing, coordinating, planning, and supporting daily functions for the executive office as Administrative Assistant to the Deputy Executive Director of the State Road and Tollway Authority. Additionally, this role will serve as the Executive Secretary to the Georgia Regional Transportation Authority (GRTA).

Under general supervision, this position provides professional and high-level administrative support to the Deputy Executive Director and GRTA Board of Directors. This position requires exceptional organizational, detail orientation, and decision-making skills. Candidate must be a self-starter, possess the ability and desire to work through changing priorities with minimal supervision. In addition, candidate must possess SRTA's core values of Integrity, Excellence, Collaboration, Customer Focused, and Diversity. Willingness to perform other duties as assigned by Management.

The major areas of responsibility are:

- **Calendar Management/Scheduling** – manages daily calendar/schedule for Executive Director using Microsoft Outlook; plans meetings, conference calls and appointments; establishes priorities and communicates potential conflicts; manages workflow and information from the executive office.
- **Administrative/Clerical** – manages time effectively; responsible for gathering and submitting completed timesheets for Executive Director and Deputy Director; excellent customer service and phone skills; handles telephone calls and visitors in a professional and courteous manner; develops, reviews, proof reads, edits, and prepares documents for signatures; prepares and submits expense reports; prepares agendas and materials for meetings; if applicable, schedules domestic or international travel arrangements for executives.

- **Filing** – manages hardcopy and electronic filing system that supports the retrieval of information in a timely manner (e.g., creating, re-engineering, archiving, and purging, etc.).
- **Board Duties** – organizes and coordinates monthly scheduled board meetings; prepares board agendas and maintains the board minutes and all official documents of the board meetings; ensures the accuracy of all board records and effective management of agency's records; provide notice of meetings of the board and/or of a committee when such notice is required.

KNOWLEDGE

- Knowledge of various software and technology-based applications.
- Knowledge of the Executive Director and Deputy Director's duties.

ABILITIES

- Ability to create letters and memos, proofread documents and take minutes.
- Ability to work independently with minimal direction.
- Ability to manage multiple priorities and tasks simultaneously.
- Ability to identify needs and initiate projects independently.
- Ability to set priorities and procedures for accomplishing work.
- Ability to demonstrate exceptional communication and listening skills, while having a high level of attention to detail.
- Ability to accept responsibility and follow through with assignments.
- Ability to maintain a high level of confidentiality and professionalism.
- Ability to perform advanced and confidential executive-level secretarial duties.
- Ability to organize and maintain records.
- Ability to build and maintain relationships with executive and administrative staff.
- Ability to make decisions and anticipate next steps.
- Ability to demonstrate flexibility.
- Ability to maintain positive working relationships with Board Members and other state agencies.
- Ability to interact with external clients.

SKILLS

- Exceptional organizational and communication skills.
- Operates a variety of office equipment, such as a personal computer, printer, photocopier, facsimile, scanner, or calculator. Progressively uses the features of one or more standard business software packages.
- Demonstrates advanced level experience with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.).

BEHAVIORAL ATTRIBUTES

- Dedicated, superior performer
- "Can Do" attitude
- Consistent and positive
- Self-motivated
- Proactive
- Team Player

REQUIREMENTS

- High school diploma or equivalent; associate or bachelor's degree from an accredited college or university in a related field preferred.
 - Extensive experience supporting high-level executives.
 - Strong written and verbal communication skills.
 - Possess well-developed interpersonal skills.
 - Excellent organizational skills and attention to detail.
 - Advanced level computer skills and in-depth knowledge of Microsoft Office.
-

To Apply For This Position

Interested applicants should submit a resume via e-mail to recruiter@georgiatolls.com by Friday, April 28, 2017, along with a completed State of Georgia employment application. This application is available for download via this link:

http://www.georgiatolls.com/assets/docs/State_of_Georgia_Employment_Application.pdf.

All applicants MUST include the title “Administrative Assistant” in the subject line of the e-mail message when submitting their resume and completed State of Georgia employment application.

Due to the volume of applications received by this office, we are unable to provide information on application status by phone or e-mail.

Applicants who are selected for an interview will be contacted to arrange an appointment for an interview.

Applicants who are not selected for an interview will not receive notification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The State Road and Tollway Authority reserves the right to close this recruitment process at any time during the announcement period once a sufficient, qualified applicant pool has been identified.

Company Information

SRTA is an independent Authority created by the Georgia General Assembly to operate tolled transportation facilities and act as the transportation financing arm for the State of Georgia. SRTA operational brands include Peach Pass and Xpress. Visit our website at www.georgiatolls.com for more information.

SRTA is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion, or disability.