



EXECUTIVE ASSISTANT

Hiring Range: \$46,654 to \$56,708 Annually, Paid on a Bi-Weekly Basis

The employee in this position is responsible for providing high-level administrative support to the General Manager by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. This position also serves as Clerk of the Board to MTA's governing Board, responsible for Corporate Records, and Public Records Requests. The assignment of specific duties to the Executive Assistant will vary depending on the Authority's business needs and individuals' expertise and skill sets.

ESSENTIAL DUTIES:

- Retrieve documents, corporate records, and information and prepare responses of routine inquiries.
- Prepare and edit correspondence, communications, presentations and other documents.
- Conduct research, assemble and analyze data to prepare reports and documents.
- Assist General Manager with scheduling, appointments and travel arrangements.
- Arrange and coordinate meetings and events.
- Record, transcribe and distribute minutes of meetings.
- Act as a liaison with other teams/staff and outside agencies/clients.
- Coordinate project-based work.
- Handle confidential and non-routine information and explain policies when necessary.
- File legal notices.
- Maintain records in accordance with Washington records management guides and retention.
- Prepare minutes of Authority Board meetings and public hearings.
- Arrange meetings at various locations.
- Write resolutions.
- Review legal documents, including contracts.
- Coordinate with the Leadership Team and assemble the monthly board packets.
- Create and maintain a Clerk Reference Manual.
- Prepare an Orientation Manual and assist in the orientation of new Board Members.
- Prepare and track Authority Board Member stipends.
- Plan annual meeting calendar.
- Create annual budget for Authority Board.
- Serve as the Agency's Notary Public.
- Attend semi-annual WSTA Clerk of the Board conferences.
- Serve as MTA Public Records Officer.
- Maintain Records Management.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree, and three (3) years of progressively responsible administrative/organizational experience.
- An equivalent combination of education and experience that demonstrates competency and thorough knowledge of general office practices and procedures will be considered.
- Preference will be given to individuals demonstrating a commitment to positive public relations and involvement in local communities.



EMPLOYMENT OPPORTUNITY

HOW TO APPLY:

Submit application clearly showing how you meet the minimum qualifications listed above to:

Mason Transit Authority
Attn: Rikki Johnson, Human Resources Manager
790 E. Johns Prairie Road
Shelton, WA 98584
Phone (360) 432-5720
www.masontransit.org

This recruitment is open until filled with first review of resumes on Monday, July 13, 2015. MTA reserves the right and may exercise the option to make a hiring decision at any time. Candidate evaluation will be ongoing.

SELECTION PROCEDURE:

The most competitive applicants, who in the judgment of the Human Resources Department, most closely meet the requirements of the position, may be invited to an oral review panel. It is the responsibility of the applicant to supply sufficient information and detail on their resume/application materials to permit the Agency to properly evaluate their qualifications and abilities as they relate to the position.

Mason Transit Authority is an equal opportunity employer and does not unlawfully discriminate on the basis of race, gender, wage, color, religion, national origin, marital status, veterans status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law.

Please let Mason Transit Authority know if you need accommodations in order to participate in the application process.