

Intercity Transit
JOB TITLE: Executive Assistant II
(Clerk of the Board - Public Records Officer)

BAND	GRADE	SUBGRADE
B	2	2
DEPARTMENT: Executive	DIVISION:	FLSA STATUS: Non-Exempt
SUPERVISION RECEIVED FROM: General Manager	SUPERVISION EXERCISED OVER: N/A	PAY GRADE: B22
SUMMARY: Provides staff assistance and a variety of executive level administrative, confidential support and research for the Executive Department, Development Department, the General Manager, the Intercity Transit Authority, volunteers and employees. <i>As a shared position</i> , Assistants II's perform a combination of work including: serve as the Clerk to the Board, Public Records Officer and provide support to the Citizens Advisory Committee.		
DISTINGUISHING CHARACTERISTICS: Performs specialized complex tasks in support of the Executive and Development Departments and the divisions within. As an Executive Assistant II, incumbents are required to perform highly responsible, confidential, specialized and specific activities requiring knowledge of specialized administrative support activities. Individual responsibilities are not inclusive of all major executive department and division areas. Work performed is within general parameters.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Represents and supports the Executive and Development Departments to the public via phone, email, and personal contact; interacts with executive level management and elected officials from public and private organizations and entities, department heads, Agency staff, and general public; responds to requests for information and assistance; provides information regarding Agency policies, procedures, rules, and regulations; resolves citizen concerns and complaints, maintains strict confidentiality regarding various material and information.	Daily 15% (B2)
2.	Serves as the Clerk to the Board and ensures requirement of Open Public Meetings Act and all applicable Federal, State and Local legal requirements are met. Prepares and places legal notices for public hearings and special meetings as required by law.	Weekly 10% (B2)

Intercity Transit
JOB TITLE: Executive Assistant II
(Clerk of the Board - Public Records Officer)

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
3.	Coordinates and provides support and communications to the Transit Authority Board and Citizen Advisory Committee. Attends Board and Committee work sessions and regular meetings as recording secretary; composes, summarizes related minutes. Edits and proofreads materials prepared by staff to ensure inclusion of timely, pertinent source information. Coordinates and prepares distribution of weekly packets.	Weekly 20% (B2)
4.	Serves as Agency's Public Records Officer, receiving and ensuring requests for public information conform to state Public Records Act and similar laws. Coordinates with staff, public, legal counsel, and others (law enforcement, courts, etc.) to meet requirements. Analysis evaluates and monitors requests and responses for timeliness and responsiveness. Coordinate agency response for litigation discovery requests and agency interrogatories.	Weekly 40% (B2)
5.	Serves as the Agency's records retention coordinator and official custodian of Agency records. Assists in development and implementation of records retention plans. Maintains, retains and disposes of contracts, records and documents including Executive and Development documents on agency website. Respond to subpoenas for records, conducts Agency trainings.	Monthly 10% (B2)
6.	Composes, types, reviews and edits, correspondence, reports, and departmental and division related materials. Maintains mail lists and databases. Formats contracts, and Development documents and forms. Assist with annual TDP/Strategic Plan. Tracks Amtrak expenditures, assist with quarterly grant reporting and processing of Amtrak Volunteers.	Weekly 10% (B2)
7.	Represents the Executive and Development Departments on various internal committees. Assists in planning and implementing special events. Prepares related promotional materials. Prepares and distributes meeting notes. May be required to represent the Agency at external events.	Monthly 10% (B2)
8.	Represents Agency at outside transit organization conferences. Attend ongoing training required to keep current with Parliamentary, OPMA, Public Records and Records Retention processes and laws.	Semi Annual (B2) N/B
9.	Coordinates meeting room usage. Sets up and maintains rooms. Schedules audiovisual equipment usage. Maintains boardroom, storage areas. Orders and sets up meals for meetings.	Daily 5% (A1)

Intercity Transit
JOB TITLE: Executive Assistant II
(Clerk of the Board - Public Records Officer)

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
10.	Prepares and distributes weekly internal employee news. Prepares electronic presentations for viewing throughout the Agency. Prepares weekly Executive and Development Report.	Weekly 5% (A1)
11.	Coordinates travel arrangements and conference registrations for the Executive and Development staff, Authority members, volunteers, and other employees as requested. Processes and maintains purchasing records and expenditure information for Executive and Development Departments	Weekly 5% (A1)
12.	Performs special projects, as needed, including data and information collection, preparation of materials and initial analyses and conclusions. Prepares PowerPoint and Excel presentations at management request.	Occasionally 5% (B2)
13.	Assists with writing, reviewing, and distributing Agency policies, procedures, and tasks. Maintains Executive and Development Departments policy manuals.	Monthly 5% (B2)
14.	Provide back-up for other staff as requested or as workload necessitates.	As Required
15.	Performs other duties of a similar nature or level.	As Required
16.	Must meet regular time and attendance standards.	Always

Knowledge (position requirements at entry):

Knowledge of:

- Customer Service and Public relations principles;
- Rhetorical, oratorical, and grammatical theory and practices;
- Event planning principles;
- Basic graphic design principles;
- Electronic calendaring;
- Meeting planning practices;
- Records maintenance /retention policies, practices, and methods;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Data collection and analysis techniques;
- Conflict resolution techniques;
- Consensus building techniques;
- Modern office procedures.

Intercity Transit
JOB TITLE: Executive Assistant II
(Clerk of the Board - Public Records Officer)

Skills (position requirements at entry):

Skill in:

- Prioritizing work and managing multiple requests for information;
- Using computers and applicable software;
- Resolving conflict;
- Compiling and analyzing data and information;
- Preparing reports, meeting agendas and minutes;
- Interpreting and applying policies, procedures, and guidelines;
- Writing and editing documents;
- Maintaining confidentiality of sensitive materials and information;
- Providing customer service;
- Operating modern office equipment;
- Solving problems;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, elected officials, and the general public sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associates Degree and three years of increasingly complex and responsible administrative support or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Must submit to criminal background check, the results of which must meet hiring criteria for the role.

Physical Requirements:

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR

Change in Supervisor: due to Aug. 2013/14 Re-org and elimination of Exec Services & Develop Director positions/departments: CDiRito

Final Revision: 7/29/14 due to Re-Org 2014/2015: There are (2) shared support positions for Exec.dept & div.'s. CD

Revised: 2/2016 Development Department reinstated within organization & moved from Executive; clarified continued support duties for both department. CD

Intercity Transit
JOB TITLE: Executive Assistant II
(Clerk of the Board - Public Records Officer)
