



## Job Opening Administrative Specialist

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**Salary:**

#12-00067

\$20.40 - \$29.06 Hourly    \$3,536.25 - \$5,036.50 Monthly

**Opening date:**

09/25/12

**Closing date:**

10/02/12 05:00 PM

**Position Summary:**

Provide administrative support for TriMet's fast-paced Community Affairs department. Responsibilities include providing administrative support to department's 11-member team, including maintaining director's calendar, coordinating responses to public inquiries, maintaining constituent tracking databases and records management systems, coordinating the flow of documents and information, developing budget reports, processing and maintaining department contracts, processing mailings, ordering and maintaining department's supplies and equipment.

Ensure a commitment to safety through consistent and professional behaviors in performance of job requirements that demonstrate safety is a fundamental value that guides all aspects of our work. Perform related duties as required.

**Essential Functions:**

1. Provide administrative support to department's 11-member team, including maintaining director's calendar, scheduling meetings, ordering and maintaining supplies, coordinating equipment/vehicle checkout system and maintaining department's calendar. Make travel arrangements for Director.
2. Maintain, organize, administer and provide quality control for constituent tracking database systems. Responsibilities include maintaining accurate records for constituents on capital projects, coding and data entry or coordination entry of data by others, updating records, producing labels and reports; and analyzing system needs and making recommendations for improvements.
3. Coordinate departmental invoice approval and record-keeping process. Responsibilities include insuring invoices are accurate, properly coded, approved and forwarded for payment.
4. Coordinate and maintain department contracts, including initiating and processing contracts per agency guidelines with procurement within required deadlines. Maintain all letters of correspondence both internally and externally, using a document control tracking system, ensuring that documents are entered into the system in a timely manner. Coordinate flow of documents between departments. Maintain database for tracking file status. Assist staff in the use of the filing system.
5. Maintain records management systems for projects in accordance with guidelines for federally funded projects.
6. Manage construction hotline contract and report.
7. Coordinate mailings, including producing notices, obtaining addresses from database, affixing labels or coordinating labeling by others, coordinating postage and delivery.
8. Assist the Community Affairs team in staffing, project meetings, producing special events and related communication materials and supporting project tours. Responsibilities include tracking RSVPs, making arrangements for meeting space, producing agendas, copying and scanning materials, transporting and setting up display materials, staffing information

tables, and taking meeting notes as required.

**Position Requirements:**

College or business college course work in administrative or secretarial procedures desired. High school diploma or equivalent.

Four years of progressive experience in a responsible office management or administrative support position, involving supervision, coordination, analysis, evaluation, and interpretation of varying sources of information.

Intermediate skills with Word, Excel, Outlook, database applications and other software applications.

Experience with Adobe In Design and Acrobat a plus.

Or any equivalent combination of experience and training.

**Selection Criteria:**

1. Demonstrated ability to provide quality administrative support in a fast-paced work environment.
2. Demonstrated attention to detail and ability to work as part of a larger team.
3. Ability to operate personal computer systems including Word, Excel, Outlook and PowerPoint. Demonstrated proficiency to accurately keyboard (type).
4. Demonstrated ability to prioritize assignments, multi-task, meet tight deadlines and coordinate and complete projects.
5. Experience in providing quality customer service over the telephone and in person, including situations where relations may be strained.
6. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
7. Demonstrated knowledge of office procedures and practices.
8. Ability to be flexible and adaptable to a constantly changing schedule, including evening and weekends assignments.
9. Ability to communicate clearly and effectively, orally and in written form.
10. Ability to establish and maintain good working relationships with employees, supervisors and the general public, including those from culturally diverse backgrounds, the elderly, persons with disabilities and/or other vulnerable populations.
11. Ability to use discretion and independent judgment in confidential matters.

Type of Position/Grade/FLSA:

Non-Union, Grade 9, Non-Exempt

**Selection Process** - Candidates will be selected based at a minimum on the result of:

1. Resume & Cover Letter
2. Application Review
3. Supplemental Assessments
4. Panel Interview
5. Background Check: References & Degree Verification

Supplemental Information:

It is your responsibility, and to your benefit, to describe in detail how your education, training and work experience meet the requirements of the position for which you are applying. If applicable, please provide at least ten years of your work history, including any volunteer and internship experience you may have. You are encouraged to attach a resume, cover letter, training certificates and letters of recommendation with your application.

Online applications are permitted five attachments; however each attachment is limited to 5MB. Please include your attachments in the "Resume Attachment" section (please try to combine documents as much as possible). A second option for attaching multiple documents is to send them to [careers@trimet.org](mailto:careers@trimet.org) and we will attach them to your online application. You may also fax your materials to 503-962-3477 or 503-962-7440. Incomplete applications will not be considered. Resumes will not be considered in lieu of a completed application.

To apply, please visit our website at <http://trimet.org/careers>.

We regret that due to the high volume of applications we receive, we currently only contact applicants who are highly qualified and most closely match our job requirements.

Internal applicants: Information in your personnel file will not be used in lieu of information requested on your application. Incomplete applications will not be considered.

If you are a qualified veteran and would like to apply for veterans' preference points, you will need to reflect your status on the application and submit supporting documentation with your application by the closing date of this recruitment. Documentation must be attached to your application.

Persons needing an accommodation under the Americans with Disabilities Act for any part of the application process should contact TriMet Human Resources staff at 503-962-7505, or the TTY line at 503-962-5811. A minimum of two workdays notice prior to the need for accommodation is required.

TriMet is an equal opportunity employer, committed to developing an organization that is reflective of and sensitive to the needs of the diverse community we serve, including the elderly and persons with disabilities.

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**4012 SE 17th Ave., Portland, OR 97202 · 503-962-7640 · [trimet.org/careers](http://trimet.org/careers)**

*An Equal Opportunity Employer*