

REGIONAL PUBLIC TRANSPORTATION INC

Job Description



Job Title	Administrative Assistant
Location	Moscow, Idaho
Level/Grade	1
Reports to	Assistant Director

Employment status:	Type of position:	DOT Safety-Sensitive:
<input type="checkbox"/> Full-time (30+ hours per week)	<input type="checkbox"/> Salary, FLSA exempt	<input checked="" type="checkbox"/> Yes
<input checked="" type="checkbox"/> Part-time (Less than 30 hours per week)	<input checked="" type="checkbox"/> Hourly, FLSA nonexempt	<input type="checkbox"/> No

GENERAL DESCRIPTION

- Under the direct supervision of the Assistant Director, provides administrative and clerical support for both the Executive Director and Assistant Director, as well as supplemental support for Service Coordinators (Dispatchers).

ESSENTIAL JOB FUNCTIONS

- Performs the roles of Administrative Assistant, and supplemental Service Coordinator (Dispatcher) support.
- In coordination with the Assistant Director, perform clerical and accounting functions including accounts receivable, accounts payable, inventory, property, cash management, and payroll; and assist in the preparation of financial reports and statistics. Act in accordance with appropriate accounting practices and exercise sound judgment within defined policies and procedures. Monitor records and reports for accuracy, completeness and reliability.
- Provide administrative support that requires a high degree of confidentiality, discretion and judgment; and conscientious application of compliance requirements, established procedures and best practices. Prepare reports, memos, letters, forms, spreadsheets and other materials for presentations, management or transit users.
- Interact with the public, vendors, and community agencies by providing transit information and assistance. Maintain a professional, courteous, cooperative demeanor with riders, facility representatives and the public.
- Operate office equipment, such as computer, copier, scanner, and telephone; and safely drive administrative vehicle. Utilize two-way radio in accordance with the Federal Communications Commission's rules and RPT's protocols.
- Assist with ongoing, daily operations as part of the overall transit team.
- Perform other duties as assigned. Will be cross-trained to provide backup coverage for the Service Coordinator (Dispatcher) position.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS

- Basic knowledge of Generally Accepted Accounting Principles, purchasing, payroll processes, and recordkeeping.
 - Demonstrated accuracy and attention to detail. Ability to handle a variety of variables; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrated ability to work well under pressure and independently, with minimal supervision and excellent analytical and decision-making judgment; meet deadlines; handle multiple tasks with competing demands; accurately enter data

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<p>and effectively evaluate; correct and validate detailed information; generate reports and business correspondence, with correct spelling, grammar and punctuation; and effectively present information and respond to questions from groups of managers, clients, customers, and the general public.</p> <ul style="list-style-type: none"> ● Demonstrate clear and effective oral and written communication skills, with tact and discretion as required; patient, professional and courteous interpersonal skills; and interact with colleagues and a diverse transportation service user population with respect. ● High School Diploma or equivalent. Two years of business accounting experience and/or training equivalent. Ability to type approximately 30 words per minute. ● Successful completion of a criminal history check; a felony or misdemeanor conviction may disqualify an applicant. ● Pass a pre-employment drug test and ongoing drug and alcohol testing is required. ● Ability to drive for administrative purposes. Must be twenty-one (21) years of age with a minimum of five (5) years licensed driving, no moving violations or at-fault accidents in the past three (3) years, and no serious driving violations. 	
LICENSES AND CERTIFICATIONS	
<ul style="list-style-type: none"> ● Valid Class D Standard Driver’s License ● Defensive Driving (Training arranged by RPT) 	
WORKING CONDITIONS	
<ul style="list-style-type: none"> ● Environmental Factors—Duties are primarily performed in an office environment with ambient indoor temperature, lighting and moderate noise levels and frequent interruptions. Perform errands such as picking up mail or purchasing supplies. ● Physical Factors— In general, light physical effort is required to perform job functions and involves continuous sitting and use of a computer keyboard, mouse and monitor for extended periods of time. Frequent speaking and hearing at normal levels using multiline telephones, in person, and two-way radios; standing; walking; reaching overhead, above the shoulders and horizontally. Lifting and carrying objects weighing up to 30 pounds. Infrequent bending/stooping, kneeling, and maneuvering of packages or luggage weighing up to 75 pounds onto a scale for measuring. ● Work Situation Factors—Variable work hours. May include extended hours, and emergency fill in. Regular contact with customers, stakeholders, community agencies and vendors. Represents RPT to the community and public in a positive and professional manner. 	