



Transportation Program Assistant

Summary

The Program Assistant supports the Director of Transportation for PlanRVA in preparing for and managing the communications and records for meetings of the Central Virginia Transportation Authority (Authority) and the Richmond Regional Transportation Planning Organization (RRTPO) and all respective committees. The position is highly visible, requiring significant communication with state and federal officials, local government elected officials and senior staff in our member jurisdictions. Primary functions include coordination of all meetings' logistics and preparation of materials (including agenda and minutes), management of Authority, Policy Board and Committee rosters and contact information and preparation and/or review of official communication on behalf of the Authority and the RRTPO. The Program Assistant must be a creative self-starter and can exercise good judgement, time management and prioritization skills in a variety of demanding situations.

Essential Functions

- Support development and distribution of meeting materials for regular and special meetings of the Authority and RRTPO;
- Maintain separate organization of Authority and RRTPO records including meeting minutes, correspondence, and other official actions of the Authority, the RRTPO, and the PlanRVA Executive Director and Director of Transportation related to agency operations and policy, key decisions and communications.
- Communicates directly, and on behalf of the Director of Transportation with Authority, Policy Board and Committee members, member jurisdictions' Executives, Partner Agency Heads, staff and others on matters relevant to the Authority and RRTPO;
- Answers routine public information requests concerning the Authority, the RRTPO and relevant programs; and
- Performs routine administrative and other tasks as requested.

Competencies

- ✓ **Comprehensive knowledge** of Commission objectives, procedures, and organization and awareness of Robert's Rules of Order and other customary Parliamentary Procedures. General awareness of board and committee management is helpful but not required. Basic principles of public administration and public decision making are helpful
- ✓ **Technical Skills** including strong writing and communication skills. Keen eye for editing and proofing with solid command of grammar, technical and business writing techniques. Expertise in Windows 7,8 and 10; MS Office 365 including Word, Excel, Outlook, Access, Teams, Powerpoint; Adobe Acrobat Pro and virtual meeting platforms such as Zoom.



- ✓ **Initiative** and comfort working with ambiguity, multi-tasking, and independence. Ability to manage multiple deadlines and projects at the same time and coordinate with staff teams to move projects to completion. Requires close attention to detail and to plan ahead.
- ✓ **Communication Skills** with ability to interact well with members of the public, localities, and stakeholders. Strong verbal and written communications skills are necessary.
- ✓ **Organizational Skills and Time Management** to manage multiple priorities and projects and meet deadlines without exception.
- ✓ **Problem Solving and Situational Analysis** to prioritize pressing matters, identify opportunities for increased efficiency and system improvements.
- ✓ **Ethical Conduct** in all aspects. The position may require access to confidential and sensitive information including personnel data and agency's financial information.

Supervisory Responsibility

While coordination with senior staff members is required, the position does not include regular supervisory responsibility.

Position Type/ Expected Hours of Work

This is a full-time exempt position with an expectation of average 40 hours worked per week. Standard days of work are Monday through Friday with flexibility in scheduled workdays provided all meetings are covered and adequately prepared. Some meetings do require early morning arrival or evening deadlines. Weekend work may be required for specific project deadlines or meetings as job duties demand.

Travel

Regular travel within the region for meetings is possible. Limited out of region travel may be involved to support professional development and representation of the region in state and national events.

Required Education and Experience

High School and bachelor's degree or equivalent relevant work experience is required. We prefer candidates with at least ten years' previous experience in clerking, records management, office management, administration, or executive support. Relevant experience and work history invited.

Work Environment

This job operates in a professional office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, fax machines and filing cabinets.

Physical Demands

While performing duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use hands to touch, handle or feel and to reach with hands and arms.

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Richmond Regional Planning District Commission

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The position requires the ability to occasionally lift office products, small equipment and supplies up to 30 pounds.

Additional Eligibility Qualifications

The agency will support maintenance of Notary Public license.

Work Authorization/ Security Clearance

The position requires completion of a criminal and financial background check.

This position description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

PlanRVA strives to cultivate and maintain an inclusive culture among its staff members. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at the Regional Commission are based on agency need, job requirements and individual qualifications, without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, disability, or any other status protected by the laws or regulations applicable in the Commonwealth of Virginia.