
EXECUTIVE SECRETARY

\$37,627 - \$60,622 ANNUALLY
PLUS EXCELLENT BENEFITS

The Palm Beach TPA is seeking an outstanding administrative professional to join the team responsible for collaboratively planning, prioritizing and funding the transportation system of Palm Beach County, FL.

The Position

The Executive Secretary is the first smile and voice to greet visitors to the TPA and has direct contact with a variety of transportation professionals including TPA Board members, other elected officials, local, state and federal agency staff, the public, the media, partner agencies and other stakeholders.

Primary responsibilities include greeting visitors, administering meetings (preparing agendas and attending meetings to manage A/V systems, take notes and transcribe minutes), managing staff calendars, receiving purchases, and performing other tasks as detailed at PalmBeachTPA.org/jobs. Work requires initiative, independent judgement and discretion, and a familiarity with specialized terminology to complete technical assignments.

Work is performed with considerable independence and initiative under the direction of the Executive Administrator.

Candidates

Successful candidates will have two (2) or more years of general office experience and an Associate's Degree in business, public administration or a related field or an equivalent combination of education and experience, and will pass a clerical and typing proficiency test.

Ideal candidates will:

- Be familiar with general administrative practices;
- Be able to organize and analyze information, manage multiple assignments, and implement office programs and policies;
- Be highly competent in both oral and written communication;
- Be skillful using computer systems including Adobe Acrobat and Microsoft Office Suite;
- Be committed to effective working relationships with people of diverse cultural and linguistic backgrounds without discrimination; and
- Have experience working with a Metropolitan Planning Organization.

Benefits

The TPA offers a competitive salary and excellent benefit package including ample paid leave and TPA-funded insurance, retirement, transportation and tuition reimbursements.

About the TPA

The TPA is the federally designated Metropolitan Planning Organization for Palm Beach County, Florida, providing the forum that brings county commissioners, city officials, seaport commissioners and transportation professionals together to implement a safe, efficient, connected, and multimodal transportation system. ***Come join our team!***

To Apply

Applicants must submit a cover letter, resume and completed application (available at PalmBeachTPA.org/jobs) to humanresources@PalmBeachTPA.org.

Detailed Duties & Responsibilities

- Greet visitors, answer and refer telephone calls, arrange appointments and meetings, maintain a shared office calendar, and scan and/or copy documents for distribution.
 - Provide administrative support for the Citizens Advisory Committee (CAC), Bicycle Trailways Pedestrian Advisory Committee (BTPAC), Transportation Disadvantaged Local Coordinating Board (TDLCB) meetings, and special subcommittees as required.
 - Distribute agenda and backup materials for the CAC, BTPAC and TDLCB meetings after creation and upload to the TPA website.
 - Facilitate the CAC, BTPAC and TDLCB meeting logistics to include recording the meeting, setting up laptop(s), microphone(s) and presentation(s) materials, setting up refreshments, providing adequate copies of handout materials, and ensuring sign-in sheets and comment cards are available for attendees.
 - Attend CAC, BTPAC and TDLCB meetings to take and transcribe meeting minutes.
 - Receive and route incoming mail; route outgoing mail; receive goods and provide backup documentation to the Finance Team.
 - Type routine correspondence, memos, and special reports and assist with preparation of written reports and public presentations as required.
 - Maintain electronic and hard copy files and records for the agency's operation (office correspondence, reports, and other materials).
 - Perform record management duties by preparing, reviewing, storing, and properly destroying records pursuant to the TPA's records management procedures.
 - Perform administrative tasks to support TPA objectives and meet other state and federal requirements.
 - Maintain agency shared contact information.
 - Provide information and assistance to the general public and other governmental agencies.
 - Assist the Executive Administrator with day-to-day office operations and handle additional responsibilities in the Executive Administrator's absence.
 - Serve as staff support in the Executive Administrator's absence for the TPA Governing Board, Technical Advisory Committee (TAC) meetings, and special subcommittees as required.
 - Perform other related work as required.
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