



## Executive Administrator

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**Department:** Executive

**FLSA Status:** Exempt

**Work Schedule:** 1st shift

**Positions Supervised:** Admin Asst. Executive

**Job Status:** Full Time

**Reports To:** Chief Executive Officer

**Amount of Travel Required:** 15%

**Revised:** 03/2019

### POSITION SUMMARY

Keeps official corporation records and executes administrative policies determined by or in conjunction with other officials by performing the following duties. Write accurate and professional minutes, and communicate effectively and professionally with Board members, employees, and customers.

### ESSENTIAL FUNCTIONS

- Performs administrative and secretarial duties for the Chief Executive Officer (CEO) including the generation of letters and memos, making travel arrangements, and maintaining meeting calendars.
- Attends weekly Executive Team meeting, assisting in and implementing executive level activities and decisions.
- Perform all duties of Board Secretary and liaison to the Board. Creates schedules for meetings. Coordinates all Board, committee and special meetings for the Board.
- Preparation of Board and Committee meeting minutes and preparation of Board and Committee agendas.
- Maintain ITP's contract files and coordinates review of legal documents with counsel, CEO, and/or Board Officers.
- Preparation of records such as notices, minutes, and resolutions for Board and other meetings.
- Schedules appointments, gives information to callers, composes and types correspondence, reads and routes incoming mail, oversight responsibilities for office management of Ellsworth as well as liaison with Facilities Department. Performs other administrative and clerical duties in support of the Deputy CEO of Finance & Administration.
- Manage oversight of activities and tasks as agreed to by the Executive Team and as directed by the CEO.
- Chief of Staff for the CEO in coordinating activities of divisions and departments and assures that goals, objectives, strategies, and priorities are effectively carried out. Liaison to the American Public Transportation Association on Board matters for the CEO.

## Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Accountability - Takes personal responsibility for the quality and timeliness of the work performed. Achieves results with little oversight.
- Communications - Ability to communicate effectively with others both orally and in writing.
- Customer Service - Ability to take care of the customers' needs while following company procedures.
- Ethics & Integrity - Earns others' trust and respect through consistent honesty and professionalism in all interactions.
- Reliability - Prompt and dependable. At work as scheduled. Plans ahead and communicates scheduling concerns to leadership.
- Accuracy - Ability to perform work accurately and thoroughly.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.

## SKILLS & ABILITIES

**Education :** Bachelor's Degree (B.A.) from a four year college or university; and/or three (3) to five (5) years of related experience and/or training; or equivalent combination of education and experience. Must possess excellent skills in communication, typing, writing, grammar, computer software, and customer service. Prefer experience in writing meeting minutes.

**Experience :** Employee must have experience in working with a high level of confidentiality, and demonstrate courtesy and tact at all times to Board members, employees, and customers.

### Computer Skills

Basic Computer skills to include Microsoft Office Suite and various proprietary software as required.

## PHYSICAL DEMANDS

Must frequently lift or move up to 30 pounds for movement of boxes, files or other items. May also include frequent bending, stooping, squatting, pushing and pulling. Regularly required to sit for extended periods. The employee is frequently required to walk and stand. Use of hands and arms is necessary to reach or use various tools or objects. Specific vision abilities required by this job include close vision and ability to adjust focus. Employee is required to perform job duties in accordance with existing health and safety procedures and policies.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Rapid has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and The Rapid reserves the right to change this job description and/or assign tasks for the employee to perform, as The Rapid may deem appropriate.