



City of Coeur d'Alene
City of Post Falls
City of Hayden
City of Rathdrum
Coeur d'Alene Tribe
Idaho Transportation
Department
East Side Highway District
Lakes Highway District
Post Falls Highway District
Worley Highway District
Kootenai County

KOOTENAI METROPOLITAN PLANNING ORGANIZATION

Office Administrator

1 FTE

Nature of Work:

Under the direction of the Executive Director, performs a wide variety of secretarial, clerical, and general office support work for the Kootenai Metropolitan Planning Organization (KMPO). Work requires the application of independent judgment based on knowledge of the functions of the office. Most work is subject to checks and controls, but if not detected, errors could result in significant losses of time, funding, or agency credibility. Work and information handled may, at times, be of a nature requiring confidence and the exercise of good judgment and discretion of the employee. Employee has regular contact with individuals both inside and outside the agency. Duties are mostly sedentary in normal work conditions and require concentration and attention to detail.

Supervision:

Plans and arranges their own daily work, follows established procedures and refers unusual cases to the Executive Director. May be responsible for working with one or more employees on related project activities, as well as checking work products of staff prior to release by the agency. The position is responsible to the KMPO Executive Director.

Examples of Work:

Will be asked to take minutes for KMPO Board and Kootenai County Area Transportation Team (KCATT) meetings (which occur once each month) and prepare correspondence, emails and other materials; independently compose and may sign the Executive Directors name to routine correspondence, upon request.

Acts as secretary to the KMPO Board, preparing Board meeting packets, minutes of meetings, and scheduling of monthly meetings.

Interacts with members of the public and employees within other agencies, as a representative of the KMPO, giving information requiring knowledge of departmental policies and procedures.

Maintains files of KMPO records and reports.

Prepares special reports or summaries requested by management staff; independently checks a variety of sources. Prepares visual graphics for reports or brochures.

Manages and maintains the existing KMPO website.

Conducts file maintenance, assigning classifications as necessary, and general office clerical functions.

Keeps clerical and operational records, types technical documents requiring a high degree of accuracy; may assist in preparation of budgets, and power point presentations.

Operate computer, transcribing, and other standard office machines. Perform other office administrative duties and other related work as required.

Requirements of Work:

Knowledge and experience in the use of modern office practices, procedures, office machines, Web-page management, good business English, and arithmetic.

Ability to rapidly learn new activities, policies, and procedures related to the duties and responsibilities of the agency, management, and staff.

Ability to keep project and administrative records, compose correspondence, and perform routine office management details with limited referral to the management staff.

Establishes and maintain good public and employee relations.

Take accurate verbal and/or recorded dictation, to accurately transcribe meeting minutes for approval by either advisory committees or the KMPO Board.

Experienced and proficient use of Microsoft ® Office suite of software.

Ability to attend scheduled evening meetings, as required.

Valid motor vehicle operator's license required.

Attend a minimum of two (2) meetings each month around Kootenai County.

Education/Experience:

Possess a High School Diploma or GED Certificate plus five (5) years of increasingly responsible secretarial and/or administrative support experience, three (3) of which must have been in a responsible secretarial/administrative capacity. **OR** Two (2) years of college or specialized business, graphic design and/or administrative support training and three (3) years' experience in a responsible secretarial or administrative support position.

Hours: This is a full time (40/hr) per week position. Flex Schedule possible after 1 year.

Benefit Package:

Medical, Dental, Vision, Life, and Disability coverage 100%

Public Employees Retirement System of Idaho (PERSI) Retirement Program

PERSI Choice 401K available

Accrued Paid Time Off

Holidays: Federal Holidays

Compensation:

Hourly rate: \$18.50 to \$ 25.00 D.O.Q

KMPO shall not discriminate against any applicant for employment because of race, creed, marital status, age, color, sex, national origin, religion or handicap.