

Nature of Work

Position performs responsible secretarial and general administrative work for the Chief Financial Officer (CFO) and the Chief Information Officer (CIO), and the Board Operations Committee. Work involves verbal and/or written communication with management, labor groups, elected officials, the general public and people from the business community. Work and information handled may, at times, require complete confidentiality and the exercise of discretion and strong personal judgement. Work requires the working knowledge of the functions of the Finance and Administration Division under the CFO and the Technology Services Division under the CIO, respectively. Work is subject to checks and controls and requires concentrated attention to prevent errors, which if not detected, could result in significant losses of time, money and potential cybersecurity concerns. Duties are sedentary in nature, performed under good work conditions.

Supervision Received

Position receives direction from both the CFO and CIO, with the position being housed within the Finance and Administration Division.

Supervision Exercised

None.

Essential Functions

- Act as personal and confidential assistant to the CFO and the CIO. Make appointments and keep schedule for the Division Chiefs.
 - Disseminate to department heads and other responsible staff division policies and procedures promulgated by the Chiefs and their Directors.
 - Maintain Chief's confidential correspondence and technical files. Provide administrative assistance in support of Chief's role in determination, formulation and administration of the fiscal and information technology policies of STA.
- Responsible for timely compilation, preparation and management of assigned committee packets, including writing and processing agenda items. Prepare packets and arrange for their distribution to committee or Board members, staff and appropriate individuals. Provide committee or Board meeting items to the Clerk of the Authority for inclusion in monthly Board packets.
 - Responsible for the Board Operations Committee, to include scheduling, agenda items and taking and transcribing minute meetings. Meets one day a month.
 - Type correspondence, reports and other materials. Independently compose, sign and mail routine correspondence or other documents essential to on-going daily operations.
 - Proof, edit, and prepare materials (both public and confidential) for presentation to STA Board and committees.
 - Take and transcribe minutes of committee and staff meetings and maintain meeting records.
 - Assist and back-up Executive Assistant's as necessary for the organization
 - Independently meet the public; answer inquiries requiring knowledge of organization policies, procedures and activities, or direct them to proper offices.

- Assist in all administrative matters pertaining to finance, including the maintenance of various accounts; the accumulation and compilation of data for preparation of accounts payable generation, financial and operating statements, applications and reports
 - Plan and arrange own work, follow established procedures, and refer unusual matters to the Chiefs of Finance and Technology Services.
 - Attend and participate in senior staff and Executive Assistant meetings.
 - Coordinate travel and/or training for Chiefs, entire Division and other employee groups as requested.
 - Maintain and update travel and training expenses. Produce reports for the Board and other Committees. Serve as Advance Travel Expense custodian for the organization.
 - Must be knowledgeable in computer applications including MS office suite, Adobe Acrobat Pro, basic knowledge of SharePoint and file site management, and basic AI tools (Copilot, Chat GPT)
 - Compilation and preparation of Annual Excess Workers Compensation application for renewal.
 - Process renewal of annual Business Licenses for Organization.
 - Complete annual insurance renewal for facility storage tanks and cybersecurity.
 - Perform requested survey work for the Chief on financial and performance indicator comparisons and other business operations.
- Assist other Division staff in any assigned project.
- Represent Spokane Transit in professional and positive light to the community.
- Provide excellent customer service to all customers both internally and externally.
- Display and practice STA's Core Values in the workplace.
- Must be punctual, reliable, and maintain regular attendance.
- Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of the position.

Public Transit Agency Safety Plan

- Follow safety rules and safe practices described in the accident prevention program, follow safety standards and training you receive.
- Promptly report unsafe conditions or actions to your supervisor, or safety committee representative, or the Safety Officer using the Safety Hazard Report Form.
- Ask for assistance if their physical capacities, skills and/or knowledge are not adequate to complete the task safely.
- Report all injuries to your supervisor promptly regardless of how serious.
- Report all near-miss incidents to your supervisor promptly.
- Always use personal protective equipment (PPE) in good working condition where it is required.
- Do not remove or disengage any safety device or safeguard provided for employee protection.
- Encourage co-workers by your words and example to use safe work practices on the job.
- Safeguard and look out for co-workers.
- Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety and eliminate hazards.

This job description no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties, and training as dictated by their Supervisor and/or Spokane Transit.

Minimum Requirements

Training & Experience

Five years of progressively more responsible clerical and secretarial work experience. Vocational or business education may be substituted on a year for year basis for up to two years of the required work experience. Note taking skills.

Physical Requirements

The physical activity of position requires the ability to stoop, reach, and talk. Must be able to hear well enough, with or without correction, to receive detailed information through verbal communication. Exert up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects. Visual acuity to determine depth and field of vision. Repetitive motions of wrist, hands and/or fingers.

Computer Skills

Proficient in the Microsoft environment (Word, Excel & Outlook specifically) and Adobe Acrobat. Ability to keyboard accurately at the minimum rate of 70 words per minute.

Selection Factors

- Considerable knowledge of modern office practices, procedures, machines and of business English and arithmetic.
- Knowledge of the workings of a Finance Department.
- Knowledge of modern office management techniques.
- Ability to learn rapidly the activities, policies and procedures related to the duties and responsibilities of the supported Chiefs.
- Ability to keep complex records, compose correspondence and perform routine office management details without referral to the Director.
- Ability to establish and maintain good public and employee relations.
- Ability to accurately take verbal and/or recorded dictation and to accurately transcribe such dictation.
- Ability to attend scheduled off-site, as well as evening meetings as required.
- Ability to present neatness, pride, conscientiousness, and care in work product.
- Ability to deal with accounting and budgeting issues and the sensitive nature of various issues.

Wage

Salary as provided for in the STA Salary and Compensation Policy.

AA/EEO Notice

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of age, disability, ethnicity/race, national origin, religion, gender, gender identity, sexual orientation, or veteran status.



Position Description

Executive Assistant to the Chief Financial Officer and the Chief Information Officer

Acknowledgement

I acknowledge that I have read this job description, and I feel that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name Printed

Employee Signature

Date