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Organization: Monongalia County Urban Mass Transportation Authority

Position: Administrative Assistant

Status: Full-time position, 6-month probation.

Benefits: Full Benefits with 8 paid holidays; 80 hours of paid vacation per year; 96 hours of sick leave per year, accrues per Personnel Rules.

Job Summary

Works under the supervision of Assistant Manager and/or CEO and is reviewed for compliance with established procedures while working and through review after task completion. Duties include: general data entry and record keeping for a variety of procedures and operations; prepares correspondence, reports, and a variety of other compositions as needed;

Job Duties and Responsibilities

1. Answering telephone calls;
2. Addressing visitors to the administrative office;
3. Opening and digitizing mail;
4. Purchase order processing, 3-price comparisons;
5. Complete airport application and all related activities;
6. Provide accident information to the insurance agency;
7. Record keeping of CPR and First aid and other employee tracking to maintain compliance and up to date status;
8. Bad Listing bus passes;
9. Auditing Tax passes for current status;
10. Performs routine secretarial and clerk type duties as needed;
11. Write up meeting minutes for board meetings, bid openings, public hearings etc;
12. General record keeping and electronic filing;
13. Enter data into AVIS system;
14. Gather and submit data for the Transit Asset Management System;
15. Compile yearly information to submit to insurance, Board of Risk;
16. Prepares correspondence, reports, and a variety of other compositions as needed;
17. Management and oversight of office facilities, equipment, supplies and general operational needs;
18. Record keeping for all purchasing activities;
19. General record keeping for a variety of operational procedures and operations;
20. Promoting an image of professional, courteous service as a representative of the Monongalia County Urban Mass Transportation Authority; and
21. Performing related work and duties as needed or assigned by the Chief Executive

Equipment Used

Office equipment used on a regular basis includes a personal computer, telephone, copier, radio, credit card system, paging system, calculator, and tape recorder.

External Contacts with Public and Officials

Employee encounters extensive contact with City and County departments, outside organizations, sales representatives, and the general public on a daily basis.

Physical Requirements

Employee spends most of the working day in a normal office setting with occasional trips outside of the office environment. Daily conditions include dirt, dust, noise, odors, fumes, and sudden temperature changes due to physical proximity of various office facilities.

Qualifications

1. Requires education and experience enabling performance of daily activities;
2. Requires good grammatical and writing skills;
3. Requires the ability to perform secretarial/clerical and general accounting duties as demonstrated by previous experience;
4. Requires the demonstrated ability to work independently to achieve desired goals and objectives;
5. Requires experience using a variety of software applications and
6. Requires the demonstrated ability to respond to the public, handle dissatisfied employees, customers and patrons, on the telephone.

Desirable Qualifications

1. Previous experience serving as an administrative assistant, office manager or other position with similar experience;
2. A college degree with additional training;
3. Two (2) or more years of experience working in a similar position;
4. Advanced writing skills;
5. Extensive experience using a variety of software applications
6. Two (2) years or more of secretarial experience; and
7. Previous experience in dealing with the public as a public relations