

The Regional Planning Commission, the Metropolitan Planning Organization for the New Orleans, Slidell, Mandeville-Covington, and Hammond-Ponchatoula metropolitan areas in Louisiana is looking for an individual with the ability to work in a fast paced, progressive environment while balancing multiple priorities with a collaborative and multi-disciplinary approach for the position of Administrative Assistant.

The qualified individual will represent the Commission with contractors, developers, planners, engineers, government boards and agencies, and the general public. The ideal candidate is one with a strong commitment to provide superior service to both internal and external customers.

The candidate will work with Commission Members, Parish/City Administrations, staff, and other agency personnel.

The Commission expects strong communication, problem-solving and teamwork skills as well as exceptional technical skills and a strong desire to learn.

Minimum Qualifications:

High school and/or college education with three to five years of experience in similar position or practicing key skills in other organizational environments.

A Criminal Background check will be conducted and employment eligibility verification via the federal government's E-Verify system on all new hires. Prospective employees may be subject to pre-employment drug testing.

Salary Range: \$32,000 - \$42,000 annually, DOQ, with a competitive benefits package. Submittals and Closing Dates: This position is open until filled with a preliminary review of resumes scheduled for August 15, 2018. Resumes will be accepted at the Regional Planning Commission, 10 Veterans Blvd., New Orleans Louisiana 70124 or via email at rpc@norpc.org until the position is filled. Please send questions concerning this position to the same email address.

Title: Administrative Assistant Support Services

Effective Date: August 2018

POSITION SUMMARY:

Under general direction of the Executive Director acts as administrative assistant to the Director in handling the Director's call, emails, schedule, travel, Commission matters, Commission agendas and meetings, and facilitates continuing interface between Director and Commission members.

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

TYPICAL TASKS AND DUTIES:

- Manage and maintain the Director's call and emails.
- Prepare correspondence, communications and other documents.
- Assist Director and staff with presentations.
- Update and maintain RPC databases.
- Keeps in communication with Commission members.
- Prepares meeting notices, meeting handouts & minutes for Commission meetings, submits to Executive Director for timely review.
- Schedules meetings, travel and appointments for the Director and other RPC staff as directed.
- Serves as assistant for committees and meetings as directed by the Director.
- Manages conferences and other public meetings and events held on behalf of RPC.
- Interfaces with Congressional members and state legislators and federal/state administrators in support of Director.
- Assists and supports staff with assignments, organizing meetings, outreach, etc. as directed by the Director.
- Assists in the preparation of internally produced RPC documents and other work efforts and maintain filing.
- Coordinates outreach efforts and postings on RPC website with RPC webmaster.

- Maintains office supplies, office equipment.
- Coordinates public inquiry and process public requests.
- Assist in the Front Desk roles and responsibilities.
- Performs other duties as directed.

DESIRED KNOWLEDGE, SKILLS and ABILITIES:

- Ability to achieve and maintain a high degree of organization and professionalism under occasionally stressful situations.
- Skills in working and communication with the public, public officials, and other governmental administrative personnel.
- Ability to quickly learn Commission and community, works with staff of legislative bodies in Washington DC, the State Capitol, and Parish leadership.
- Ability to plan and manage meeting arrangements and venues.

REQUIRED QUALIFICATIONS:

High school and/or college education with three to five years of experience in similar position or practicing key skills in other organizational environments.