



## **Job Opening: Administrative Specialist**

Location: Albany, NY

Position: Full-time (Onsite)

Salary: \$50,000 to \$60,000

Benefits: Paid Time Off - Vacation, Personal, and Sick Leave, Medical Insurance, Dental Insurance, New York State and Local Retirement System

Application Deadline: Open until filled

### **Description:**

The Capital Region Transportation Council (Transportation Council) is a Metropolitan Planning Organization (MPO) for New York's Capital Region based in Albany, New York. The Transportation Council works with State, regional, and local government partners to plan for and implement a safe, resilient, and modern transportation system. We are seeking an Administrative Specialist to perform routine to advanced clerical and administrative duties for an office of fourteen people such as word and data processing, bookkeeping, records retention, responding to information requests, answering phones, receiving the public, and other related duties to contribute to efficient office operations under the direct supervision of our Office Manager. Ideal candidates are excellent communicators and self-starters, able to work independently in a dynamic environment while maintaining work accuracy and quality.

### **Minimum Qualifications**

- A. Bachelor's Degree in office administration or management, administrative information management and technology, business management, or in a closely related degree field with one (1) year of satisfactory, fulltime paid work experience (or its part-time equivalency); OR
- B. Associate's Degree in office administration or management, administrative information management and technology, business management, or in a closely related degree field and three (3) years of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment.

### **Relevant Skills:**

- Highly organized and detail oriented with the ability to handle multiple priorities simultaneously.
- Strong written and oral communication skills.
- General knowledge of clerical practices and office procedures.
- Familiarity with accounts payable and receivable.
- Working knowledge of Microsoft software including Microsoft Word, Excel, Outlook and Teams.
- Ability to maintain content on the office website (WordPress).
- Working knowledge of office equipment such as phones, virtual meeting platforms (i.e., zoom), printers, copiers, fax machines, and mail meters.

- Ability to make clear and accurate analyses of facts, figures and processes.
- Ability to relate effectively and professionally with co-workers, superiors, high level public officials and the public.
- Ability to maintain confidentiality of information.

**Responsibilities (typical but not limited to):**

- Supports the Office Manager with the preparation, maintenance, and implementation of office operation and procedure documents and processes.
- Prepares and/or edits reports, memos, letters, press releases and other documents using software related to word processing, spreadsheets, databases and presentations;
- Maintains the office phone system including receiving and screening incoming calls, responding directly to simple inquiries, or routing callers to appropriate staff, as necessary.
- Coordinates, logs and tracks all correspondence received, including opening, reviewing, sorting and distributing mail.
- Supports records retention including the protection, retrieval, transfer, and disposal of office records.
- Prepares vouchers for payments, maintains the voucher register, and assists with payroll data entry.
- Monitors and maintains inventory of equipment and other office supplies, and orders supplies, as necessary.
- Maintain the office calendar and other content on the office website under the direction of the Office Manager.
- Maintains consultant contact lists and supports the preparation of consultant selection documentation.
- Organizes and maintains the office library.
- Provides support to staff with public participation policy implementation.
- Perform other office support activities on an as needed basis.

The Transportation Council is an equal employment opportunity employer. All qualified applicants for employment will be considered without regard to an individual's race, color, sex, gender identity, gender expression, religion, age, national origin or ancestry, citizenship, physical or mental disability, medical condition, family care status, marital status, domestic partner status, sexual orientation, genetic information, military or veteran status, or any other characteristics protected by federal, state or local laws.

Send cover letter, resume, and writing sample to:

Sandra Misiewicz, AICP  
Executive Director  
Capital Regional Transportation Council  
1 Park Place, Suite 101, Albany, New York 12205  
or email [info@capitalmpo.org](mailto:info@capitalmpo.org)

If you are unable to submit your application because of incompatible assistive technology or a disability, please contact us and we will reasonably accommodate qualified individuals with disabilities to the extent required by applicable law.