



Job Opening: Administrative Specialist

Location: Albany, NY

Position: Full-time (On-Site)

FLSA Status: Exempt

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

Application Deadline: Open until filled.

Description:

The Capital Region Transportation Council (Transportation Council) is the Metropolitan Planning Organization (MPO) for New York's Capital Region based in Albany, New York. The Transportation Council works with Federal, State, regional, and local government partners to plan for and implement a safe, resilient, and modern transportation system. Our work informs multi-million dollar transportation investment decisions and supports the implementation of *In Motion: The Plan to 2050*, the region's transportation plan.

We are seeking an Administrative Specialist to perform routine to advanced clerical and administrative duties for an office of thirteen people. Primary duties include 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. The Administrative Specialist will work directly with the Executive Director and Accounting Specialist.

Ideal candidates have excellent writing and communication skills, are self-starters, and are capable of managing multiple tasks concurrently with a minimal amount of supervision.

Job Responsibilities

- Assist the Executive Director with the preparation, maintenance, and implementation of office operation and procedure documents and processes, including Human Resources (HR).
- Provide HR support to the Transportation Council's staff and serve as the liaison to host agency HR staff and to the Transportation Council's retirees.
- Assist the Executive Director with the preparation of meeting agenda packages, meeting minutes, maintenance of Transportation Council membership lists, and performance report preparation.
- Prepare and/or edit reports, memos, letters, press releases and other documents using software related to word processing, spreadsheets, and databases;

- Prepare vouchers for payments, maintain the voucher register, and assist with payroll data entry.
- Review payroll timesheets to verify personal time off use and accruals.
- Onboard employees through orientation to office operational procedures, HR policies, and employee benefits.
- Maintain the office phone system including receiving and screening incoming calls, responding directly to simple inquiries, or routing callers to appropriate staff, as necessary.
- Monitor and maintain inventory of equipment and other office supplies, maintain office equipment accounts, and order supplies, as necessary.
- Support records retention including the protection, retrieval, transfer, and disposal of office records.
- Maintain Microsoft Outlook office calendars, contacts, and distribution lists.
- Support the maintenance of the office website.
- Assist the procurement process in coordination with the Accounting Specialist by maintaining consultant contact lists, preparing consultant selection documentation, and screening consultant certifications.
- Organize and maintain the office library.
- Provide technical support to staff during public participation processes and workshops related to transportation planning work.
- Coordinate, log and track all items received at the Transportation Council's office.
- Perform other office support activities on an as needed basis.

Skills and Experience

- Highly organized and detail oriented with the ability to handle multiple priorities simultaneously.
- Strong writing and verbal communication skills.
- General knowledge of clerical practices and office procedures.
- Familiarity with accounts payable and receivable.
- Working knowledge of Microsoft 365 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), and multi-function printers (print, copy, and scan).
- 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.

Minimum Qualifications

- Bachelor's Degree in office administration or management, administrative information management and technology, business management, or in a closely related degree field

with two (2) years of satisfactory, fulltime paid work experience (or its part-time equivalency); OR

- Associate's Degree in office administration or management, administrative information management and technology, business management, or in a closely related degree field and four (4) years of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment.

Benefits Information

We offer a comprehensive benefits plan, which includes:

- Paid time off including vacation and sick Leave
- Five (5) days of personal leave per year
- Twelve (12) paid holidays (including three float days) per year
- Choice between two health insurance plans under NYSHIP (New York State Health Insurance Program)
- Dental insurance
- Vision care insurance or reimbursement
- Flexible Spending Account
- Membership in the New York State and Local Retirement System
- Access to the New York State Deferred Compensation Plan
- Tuition reimbursement
- Training and professional development opportunities

How to Apply

Interested candidates should submit a letter of interest, resume, and three (3) professional references to:

Sandra Misiewicz, AICP
Executive Director
Capital Region Transportation Council
1 Park Place, Suite 101, Albany, New York 12205
or email 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.

All applicants should be eligible to work in the United States, without VISA sponsorship.

Applicants invited to interview will be asked to provide a writing sample.

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.