JOB VACANCY ANNOUNCEMENT

Job Title: Administrative Assistant III
Department: Executive Support
Representation: Non-Represented
Salary Range: 9A, $64,272 - $80,340

Internal Posting – For PPA Employees Only
Posting Period: Thursday, March 12, 2020 – Wednesday, March 18, 2020 (5-Days Only)

Persons Eligible:
Current employees of the Philadelphia Parking Authority who have been in their current position for at least six months. The employee must have satisfactorily completed their probationary period for the position currently held and non-active on the Excessive Sick Leave list

General Description:
The Administrative Assistant III independently assists the Executive Director with the agencies’ administrative activities and coordinates various administrative processes and projects. Serves as the lead administrative support position and has primary responsibility for a wide variety of complex and difficult processes, carried out under minimal supervision.

These responsibilities include coordinating complex processes involving the participation of many individuals or multiple departments. Provide coordination and direction and/or assign or monitor work of other administrative support incumbents and managers and directors. Maintains corporate records of Board Meetings, publishes Board Meetings, prepares agenda and assists the Chairman with the conducting of Board Meetings.

Principal Duties:
- Overseeing, scheduling appointments, meetings, and travel for the Executive Director, maintaining the calendar, preparing and proofreading correspondence, reports, and other documents prepared by the Executive Director, organizing and maintaining paper and electronic filing systems, initiating recurring administrative processes, coordinating projects, and assisting in the completion of reports by researching and gathering required information and preparing reports.
- Coordinates the planning and implementation of policies and decisions for approval by the Executive Director and the Board of Directors.
- Coordinates complex processes associated with work specific to the agency, such as working independently to organize processes involving multiple individuals or departments, providing departmental services requiring the use of discretion and independent judgment in making decisions that affect employees or the public, and/or working with complex and active accounts, regularly organizing and leading projects involving other units, independently administering Authority processes or departmental services requiring the use of discretion and independent judgment in making decisions.
- Serves as the communication hub for the agency by communicating information from the Executive Director to others, collecting and organizing information requested by the Executive Director from others, making information available to others by mail, email, and telephone, and providing more complex information on departmental processes specific to staff, other departments, and/or the public.
Obtains equipment, services, and supplies needed by the executive office by maintaining an inventory of office supplies, purchasing office supplies and equipment, determining the appropriate method to pay for goods or services purchased by the department following Authority policy and procedures, and utilizing the appropriate process.

Reviews sensitive materials and edits content constructively.

Performs related work as required.

Maintains strict confidentiality on all matters.

**Required Knowledge, Skills and Abilities:**

- Ability to analyze and use information in preparing reports and directives.
- Ability to type accurately and proficiently.
- Ability to operate personal computers and knowledge of Microsoft Office.
- Knowledge of departmental procedures and policies.
- Ability to communicate effectively verbally and in written form.
- Ability to research information both efficiently and confidentially.
- The ability to operate and troubleshoot electronic office equipment, maintain moderately complex filing systems and records, and make mathematical calculations.
- Ability to train, assign work, and review the work of others.

*Working Hours: Monday through Friday during normal business hours.*

**Minimum Acceptable Training, Experience, and Education:**

- High School diploma required, college credits preferred
- 4 - 6 years of related experience

**SELECTION CRITERIA:**

25% - ASSESSMENT TEST, (COMPUTERIZED)
65% - ORAL INTERVIEW,
05% - ATTENDANCE,
05% - LATEST ANNUAL PERFORMANCE EVALUATION

Applicants who have at least ten (10) years of service will have four (4) points added to their total score. Applicants who achieve a combined score of 36 points from the assessment test, employee evaluation and attendance, based on the weight each category is given, will be invited to the oral interview phase of the process. Only those applicants with a combined total score of 70 will be placed on the eligibility list.

The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.

**PLEASE SUBMIT RESUME TO:**

Mr. Darryl White, Manager
Human Resources Department
Philadelphia Parking Authority
701 Market Street, Suite 5400
Philadelphia PA 19106