

The Central Shenandoah Planning District Commission (CSPDC) represents and serves the local governments of Augusta, Bath, Highland, Rockbridge, and Rockingham counties and the cities of Buena Vista, Harrisonburg, Lexington, Staunton and Waynesboro as well as the 11 towns within the Central Shenandoah region. The CSPDC works with its member jurisdictions, communities and agencies to provide high-quality planning, technical assistance, and facilitation of services that address local, regional and state needs in an innovative, timely and cooperative manner.

The CSPDC is currently seeking the following:

Administrative Assistant

Role Description

The Administrative Assistant works under the general direction and supervision of the Office Manager. He/she performs routine and non-routine administrative support services to the planning and administrative staff, ensuring operations of the Commission are carried out in an efficient and timely manner. Working under close supervision, in-service training is provided with detailed instructions in the performance of routine duties related to the job duties. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised.

Responsibilities

- Serves as the first and primary contact for visitors, and agency representatives for the Commission offices and staff. Responds to questions, directs to appropriate staff, and provides information on services.
- Receives, opens, processes and routes incoming mail.
- Inventories and orders supplies ensuring needed materials are available.
- Composes, types, proofreads and edits routine correspondence, and a variety of reports and materials using Word, and PowerPoint, creates and updates Excel spreadsheets.
- Maintains various files and records according to federal, state, local and Commission regulations and/or policies, both electronic and hardcopy in an organized manner for future reference, sharing and audit.
- Organizes off-site storage as needed to maintain a workplace that is free from excessive files, while also maintaining files and records according to requirements.
- Schedules and coordinates meetings, trainings and events, including updating calendars, preparing invitations, registering participants, coordinating logistical details (such as location, food, equipment, etc), and preparing meeting minutes (occasional evening meetings).
- Maintains up-to-date distribution lists for various committees, boards, and government officials, both organization-wide and group-specific.
- Assists with car maintenance, leasing and registration as needed.
- Supports office-wide and program-specific communications, including websites, newsletters, reports, and social media.

- Responsible for maintaining assigned website updates to ensure accurate information is provided to the public.
- Provides backup to office management support, IT coordination, and building maintenance coordination as needed.
- Assists with routine planning, human resources, procurement and finance activities.
- Identifies new processes and technologies to improve efficiency and effectiveness of routine office activities.
- Supports grant/project administration, activities/deliverables, reporting, review of financial documents, and labor compliance.
- Assists planners and administrative staff by printing/binding copies of reports, meeting and other documents, and mailing materials as needed and directed.
- Work may require some evening and weekend work.
- Performs other duties as assigned.

Qualifications

Graduation from an accredited college or university with a Degree in business, office management or closely related field preferred.

Three (3) to five (5) years progressive experience in office management, administrative assistant and/or senior secretarial experience.

Possession of a valid driver's license in the Commonwealth of Virginia.

Hiring range: \$16.00 to \$25.00 per hour.

For more information contact: Kimberly Miller at kimberly@cspdc.org.