

# \*JOB ANNOUNCEMENT\*

## Executive Secretary Grade 23

**Duties:** Performs daily administrative tasks. Interfaces between the CEO/General Manager and Deputy General Managers, as well as department heads to assist with the implementation and completion of projects. Maintains written material in accordance with records retention schedule. Coordinates and expedites incoming information between RTA and outside organizations and interfaces with same as needed. Assists in the preparation of resolutions, agendas, and correspondence for Board meetings, including composition of resolutions, staff summaries and committee agenda packages. Interacts with internal and external customers of RTA. Participates in staff meetings and other assigned meetings by assembling materials, attending meetings, taking minutes, and tracking and monitoring action items. Completes special projects. Assists with developing and monitoring budget, and monitoring staff attendance. Performs other duties of a similar nature as may be required.

**Minimum Requirements:** Applicants must have a high school diploma or its equivalent. An advanced degree is preferred. Applicants must have a minimum of three (3) years previous work experience supporting **executive level** positions performing duties such as preparing routine and advanced correspondence including confidential letters, memoranda, report generation, scheduling appointments, and maintaining a calendar. Applicants must demonstrate strong interpersonal skills, excellent communication skills both written and verbal, as well as, exhibiting strong organizational skills and work ethic. Applicants must type at least 65 words per minute. Applicants must have extensive experience using Microsoft Office (Word, Excel, PowerPoint). Oracle and Peoplesoft experience preferred. Ability to perform dictation is a plus.

**STARTING SALARY RANGE:** \$32,826 - \$43,494

**FILING OF RESUMES:** Resumes must be received in the Human Resources department of the Greater Cleveland Regional Transit Authority by e-mail address: [jobs@gcrta.org](mailto:jobs@gcrta.org), fax (216) 781-4483, or mail to 1240 West 6<sup>th</sup> Street, Cleveland, Ohio 44113. **Resumes will be accepted until filled.**

**CLICK HERE** for: [How to Apply](#)

**SELECTION PROCESS:** This is a non-bargaining position. No Eligible list will be established. Merit System Rules do not apply. The selection process will include one or more components to demonstrate applicants' knowledge, skills and abilities in job related areas. These may include exercises such as practical demonstrations, written communications, oral interviews and/or competency assessments.

**AN EQUAL OPPORTUNITY / ADA EMPLOYER / A DRUG FREE WORKPLACE**

Date: February 21, 2011  
Job Grade: 23  
Job Announcement No.: 2011-15

Web Site Address: [www.rideRTA.com](http://www.rideRTA.com)  
Email: [jobs@gcrta.org](mailto:jobs@gcrta.org)

**RTA**