

## **VOLUSIA-FLAGLER TRANSPORTATION PLANNING ORGANIZATION (VFTPO) ADMINISTRATIVE ASSISTANT**

**Hourly Rate:** \$20.00 - \$24.00 per hour plus benefits

**Closing Date:** Open until filled; Initial round of applications will be accepted until December 13, 2024

The Volusia-Flagler Transportation Planning Organization (TPO) (aka the River to Sea TPO) coordinates transportation planning efforts and determines the transportation priorities of projects using state and federal funding. The TPO planning area includes Volusia and Flagler Counties and the staff serves a board of directors comprised of elected officials.

The Administrative Assistant is responsible for coordinating a variety of administrative activities in support of a small office staff. This position requires interaction on a professional level with citizens, business leaders, and elected officials during typical business hours. The Administrative Assistant provides support for all TPO meetings, including the preparation of meeting agendas and minutes.

**Requirements:** Advanced training in office management practices or a related field, plus 2-4 years of administrative or office management experience. Applicants must have a strong working knowledge of Microsoft Word, Excel, Outlook, and PowerPoint as well as proficient grammar, proofreading, and spelling skills. Applicants must have a valid Florida Driver's License.

Interested candidates can learn more about the organization and view additional information regarding this position at [www.r2ctpo.org](http://www.r2ctpo.org).

Resumes may be submitted by email to: Pamela Blankenship at [pblankenship@r2ctpo.org](mailto:pblankenship@r2ctpo.org). Candidates will be required to complete an employment application before being interviewed. Must also pass a drug screen and criminal background check.

An initial round of applications will be accepted until December 13, 2024, and the position will remain open until filled.