

**Hidalgo County Regional Mobility Authority**  
**Job Description**

**ADMINISTRATIVE ASSISTANT I, II, III**

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FLSA Classification:	Non-Exempt	Effective Date:	07/28/2015
Department:	Administration	Revised:	11/22/2021

Reports to: Executive Director or Designee

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**JOB SUMMARY:**

**Administrative Assistant I**

Performs general administrative office support-related duties. Work requires contact with vendors, consultants/contractors, and the general public. Employees at this level perform work independently on assignments; however, all unusual issues are referred to the supervisor.

**Administrative Assistant II**

Performs general administrative office support-related duties. Coordinates activities for one or more projects and/or specialized programs. Work usually involves some confidential and sensitive correspondence and communication. Work requires contact with the board of directors, local government officials, vendors, consultants/contractors, and the general public. Employees at this level perform work independently on assignments; however, all unusual issues are referred to the supervisor.

**Administrative Assistant III**

Performs advanced administrative office support-related duties. Coordinates activities for one or more projects and/or specialized programs. Work usually involves some confidential and sensitive correspondence and communication. Work requires contact with the board of directors, local government officials, vendors, consultants/contractors, and the general public. Employees at this level perform work independently on assignments and issues are rarely referred to the supervisor.

**ESSENTIAL JOB FUNCTIONS:**

**Administrative Assistant I**

1. Performs general office clerical work such as open/sort mail, order office supplies, files correspondence.
2. Processes, distributes, routes and files information, records and documents.
3. Performs receptionist duties to include answering phones, routing calls, taking messages and providing public information in a courteous and professional manner.
4. Responds to inquiries in a professional manner providing accurate public information about services without disclosing confidential or unauthorized

information.

5. Coordinates travel arrangements for staff and board members.
6. Obtains informal quotes for office equipment and supplies.
7. Coordinates travel arrangements for staff and Board Members.
8. Obtain quotes or informal bids from vendors for supplies and services.
9. Monitors the HCRMA website to ensure information is current and notices are posted.
10. Prepares Purchase Order for approval by the Executive Director or his designee.
11. Coordinates and schedules meeting with Board Members.
12. Assists other departments with administrative duties.
13. Performs other job responsibilities as assigned.

### **Administrative Assistant II**

In addition to the duties listed above (1-13):

14. Coordinates overweight/oversized permit program with staff and administrative agent.
15. Coordinates and schedules meeting with contractors, consultants, utility companies, governmental agencies, and the public.
16. Ensures project, right-of-way, and administrative files are complete and in accordance to records retention policies and procedures.
17. Coordinates public posting of all public meetings in compliance with Texas Open Meetings Act and Federal guidelines.
18. Compiles agenda items for board meeting packets.
19. Assist Departments in preparing agenda items.
20. Trains external end users (companies and brokers) on the overweight permit system.
21. Performs other job responsibilities as assigned.

### **Administrative Assistant III**

In addition to the duties listed above (1-21):

22. Responsible for proper administration and disposition of records in accordance with Local Government Records Act
23. Processes invoices and right-away requests for payments. Makes sure invoices are properly supported.
24. Maintain electronic check register for bank accounts; codes account payables and prepares monthly expense report.
25. Files Personal Financial Statement and Conflict of Interest Disclosures for Board Members; maintain Board Member Files; and track term expiration dates.
26. Coordinates and processes contract executions.
27. Leads the work of administrative staff in overseeing daily administrative operations and trains other administrative staff.
28. Maintains asset listing and performs annual inventory checks.
29. Performs other job responsibilities as assigned.

### **COMPETENCIES:**

- Job requires a valid Texas Class C Drivers License.

- Certified in Texas Department of Transportation Local Government Project Procedures.
- Ability to communicate effectively both orally and in writing in English and Spanish.
- Desktop publishing procedures and applications.
- Maintains effective working relationship with others.
- Prepares correspondence/documents using correct spelling, grammar and punctuation; proofreading and reviewing documents for clarity and consistency
- Knowledgeable with recordkeeping and records management.
- Evaluate products, equipment and material.
- Follow verbal and written instructions.
- Maintains composure when handling problems, stressful situations, continuous change or unexpected developments.
- Prepares and maintains confidential and sensitive records, files and reports
- Knowledgeable with Microsoft Office.

**EDUCATION:**

Job requires an accredited high school diploma or GED equivalent.

**WORK EXPERIENCE:**

**Administrative Assistant I**

- 1 year in administrative or clerical support, customer service, or related experience.
- College education or relevant technical training may be substituted for experience on a year per year basis.

**Administrative Assistant II**

- 2 years in administrative or clerical support, customer service, or related experience.
- College education or relevant technical training may be substituted for experience on a year per year basis.

**Administrative Assistant III**

- 3 years in administrative or clerical support, customer service, or related experience.
- College education or relevant technical training may be substituted for experience on a year per year basis.

**PHYSICAL DEMANDS:**

- Lift up to 20lbs at a time and frequently lift or carry objects up to 10 lbs.
- Move/Push modular furniture around.
- Sitting for prolonged periods of time.

**WORKING CONDITIONS:**

Work is primarily indoors with a 5-day, 40-hour work week. Employee may at times work evenings, weekends, and holidays. Employee may also be contacted during off-duty hours and required to report to work for emergency conditions.

**EQUIPMENT:**

The Authority will provide all equipment necessary tools to perform job duties.

**DEADLINES:**

Must comply with all deadlines. If deadlines are not met, it will affect both the internal and the external operation of the Authority.

**INTERACTION WITH OTHERS:**

Frequently has interaction with the Board of Directors, the public, colleagues, contractors, and vendors.

**CONFIDENTIALITY OF WORK:**

Preparing and maintaining confidential and sensitive records, files and reports. Discretion and integrity are required for the job.

**CONSEQUENCE OF ERROR:**

Responsibility for high factual accuracy or the exercise of sound judgment is required. Thoroughness and reliability are essential because of the detailed nature of the work. Mistakes may cause considerable financial loss to the Authority.

**THE ABOVE DUTIES DESCRIBE THE MAIN FUNCTIONS OF THE JOB AND IS NOT TO BE CONSIDERED A DETAILED DESCRIPTION OF EVERY DUTY FOR THE POSITION**