



## ADMINISTRATIVE ASSISTANT II

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Location:	Chesapeake, VA – Hampton Roads (Southeastern Virginia)
Classification:	Full-time, 40 hours per week; FLSA Non-exempt status
Salary:	Starting salary range of \$33,000 – \$40,000 annually, DOE/DOQ; Full Benefits
Closing:	Closing Date: April 30, 2016

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### About the HRPDC

The Hampton Roads Planning District Commission (HRPDC), one of 21 Planning District Commissions in the Commonwealth of Virginia, is a regional organization representing this area's seventeen local governments. The purpose of planning district commissions, as set out in the Code of Virginia, Section 15.2-4207 is *...to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance*. The HRPDC serves as a resource of technical expertise to its member local governments. It provides assistance on local and regional issues pertaining to Economics, Emergency Management, Housing, Planning, and Water Resources, and provides a robust education and outreach program through its Communications department. The HRPDC staff also serves as the support staff for the Hampton Roads Transportation Planning Organization (HRTPO), which is responsible for transportation planning and decision-making in the region. The HRPDC is an equal opportunity employer. For more information on the HRPDC, visit [www.hrpdcva.gov](http://www.hrpdcva.gov).

### The Position

The Hampton Roads Planning District Commission (HRPDC) is seeking a candidate for the position of Administrative Assistant II. The successful candidate will have excellent organizational skills, display exceptional attention to detail, will be self-motivated to work independently and be able to multi-task in a busy environment. This position performs responsible, specialized administrative and office support activities for all departments of the HRPDC and serves as the primary administrative support for the Deputy Executive Director and Executive Director as necessary. Regular attendance and punctuality is an essential requirement of this position.

### The Candidate

The ideal candidate will have:

- Comprehensive knowledge of standard office practices and procedures with thorough knowledge of and demonstrated experience in Microsoft Office products (PowerPoint, Excel, Word, Access).
- The ability to work effectively as part of a team and thrive in a fast-paced environment.
- The ability to appropriately manage time to meet deadlines; strong attention to detail, follow-through and organization.
- Experience in recording and transcribing minutes within limited timeframes.
- Demonstrated experience scheduling meetings and managing calendars for multiple staff members.
- Demonstrated ability in preparing correspondence, memoranda, agendas, presentations and resolutions.
- The ability to proof documents for spelling, grammatical and typographical errors.
- Ability to maintain and update database of HRPDC contact information.
- Excellent verbal, listening, communication and interpersonal skills with ability to think critically.
- The ability to work well with elected officials, planning professionals and agency staff to develop positive, successful working relationships.
- The ability to follow a supervisor's instructions & work both independently and collaboratively on multiple projects.
- Thorough knowledge of the organization and functions of the HRPDC.
- Qualified applicants must be a U.S. citizen or a permanent resident.

## Education & Experience

- Minimum of a high school education or GED plus five (5) years of experience in related positions with increasingly responsible administrative support work.
- Bachelor's degree with 2-3 years of progressively responsible administrative experience is preferred and may be substituted for experience.
- Extra consideration to candidates with demonstrated experience in a local government or political subdivision work setting.
- Any combination of education and experience that would provide the applicant with the desired skills, knowledge & ability to perform the job.
- Requires passing score of 50 words per minute on a typing test.
- May require additional testing in composing, proofing and editing correspondence.



## To Apply

- To be considered, applicants must submit a cover letter and resume.
- Completed materials can be emailed to [karledge@hrpdcva.gov](mailto:karledge@hrpdcva.gov), faxed to 757-523-4881 or mailed to:

Kelli E. Arledge  
Human Resources Administrator  
HRPDC/HRTPO  
723 Woodlake Drive,  
Chesapeake, VA 23320

## About Hampton Roads

The Hampton Roads area is located in southeastern Virginia where the Atlantic Ocean meets the Chesapeake Bay. The region's land area covers approximately 2,907 square miles and includes an extensive system of waterways including the Intercoastal Waterway and the James, York, Nansemond and Elizabeth Rivers. Hampton Roads is rich in cultural treasures, reflecting the diversity of its communities and a variety of annual festivals celebrate the heritage of the region. History, music, drama, and art can also be found in a multitude of theaters and museums in the area. Norfolk is recognized as the Arts capital of Virginia, and is the home city for the Virginia Symphony, Virginia Ballet, Virginia Opera and the Commonwealth Theatre Company. The NorVa Theater, a downtown concert venue, offers concerts featuring national touring acts and well-known artists. The City of Virginia Beach is the number one vacation destination in Virginia. The City's three-mile boardwalk is only part of what makes the City so attractive to locals and visitors alike. From Croatan Beach to the south all the way to the North End beaches of the City, Virginia Beach reveals its vibrancy and laid back beach vibe, all wrapped up in a sprawling, park-like setting. Williamsburg and James City County offer a wide range of activities and historic destinations; whether it is Williamsburg and the Colonial Capital or Busch Gardens Amusement park. Facilities located along the James and York Rivers offer a variety of activities that include boating, fishing, camping, biking, and tennis.

## Benefits

The HRPDC provides a complete package of benefits as part of your compensation package. Benefits for full-time employees include:

- Medical
- Dental
- Vision
- Life Insurance
- Virginia Retirement System with Associated Benefits
- Paid Time Off
- Paid Holidays
- Family Medical Leave
- Bereavement Leave
- Civil Leave
- Military Leave
- Flexible Work Schedules
- Flexible Spending Accounts
- Professional Development Opportunities