

Regional Transportation District



Job Opportunities

Human Resources, 1600 Blake Street, Denver, Colorado 80202

Position: SENIOR ADMINISTRATIVE ASSISTANT
PLANNING AND DEVELOPMENT

Job Number: 08105

Closing Date: April 25, 2008

Full Salary Range: \$36,949 - \$46,186 - \$55,423

Typical Hiring Range: \$36,949 - \$43,092

The Regional Transportation District (RTD), is seeking an individual to assist and support the ***Assistant General Manager, Department of Planning and Development***. This position coordinates and monitors all administrative programs for this department. Qualifications include, but not limited to:

- ***Extensive and progressively responsible*** secretarial/administrative experience supporting senior/executive management level personnel.
- Demonstrated strong, professional written and oral communication skills. Includes proficiency in spelling, punctuation, grammar and correspondence composition as well as outstanding telephone and customer service skills.
- PC proficiency at the intermediate level in word processing, spreadsheet, e-mail and project scheduling applications.
- Demonstrated skill in planning, organizing, administering and managing multiple activities and programs efficiently. This includes a complex, heavy, deadline-driven workload with minimal supervision and frequent interruptions.
- Outstanding judgment and problem solving skills
- Ability to maintain the highest level of confidentiality
- Ability to deal effectively with changing priorities in a high stress environment.
- Ability to function effectively within a team oriented staff as well as diverse interdepartmental personnel.
- Transit experience a plus

RTD offers competitive salary plus full benefits package. Qualified applicants may apply in person or by resume, including salary history and requirements, by the closing date.

REGIONAL TRANSPORTATION DISTRICT
Human Resources
1600 Blake St.
Denver, CO 80202

JOB LINE- (303) 299-2309 / WEB SITE- www.RTD-DENVER.com

Drug & Alcohol Free Workplace / EEO/AA EMPLOYER