

CITY OF HARRISONBURG  
invites applications for the position of:

# Transportation Administrative Support (Program Support Specialist Senior)

An Equal Opportunity Employer

**SALARY:**

| <u>Hourly</u>     | <u>Biweekly</u>         | <u>Monthly</u>          | <u>Annually</u>           |
|-------------------|-------------------------|-------------------------|---------------------------|
| \$21.76 - \$25.02 | \$1,740.80 - \$2,001.60 | \$3,771.73 - \$4,336.80 | \$45,260.80 - \$52,041.60 |

**OPENING DATE:** 08/30/21

**CLOSING DATE:** 09/08/21 05:00 PM

**DESCRIPTION:**



**Are you searching for a challenging yet rewarding administrative position that allows you the opportunity to interact with a diverse group of individuals? If so, consider applying for the City of Harrisonburg's Transportation Administrative Support (Program Support Specialist Senior) position!**

The Transportation Administrative Support (Program Support Specialist Senior) is a full-time position with benefits and a preferred hiring range of \$21.76 - \$25.02 per hour (equivalent to \$45,260 - \$52,041 annually). The ideal candidate for this position will perform a variety of confidential administrative work related to the Department of Public Transportation while exhibiting the City's values: Productive Communication, Progressive Innovation, Trusted Service, Valued Employees, and Winning Teamwork. *Applicants who do not meet the qualifications for the senior level may be considered for another level within the department at an annual rate commensurate with applicant qualifications.*

In the Transportation Administrative Support (Program Support Specialist Senior) role, you will:

- Process bi-weekly payroll in a timely manner, including processing timesheets, entering worked hours and leave into electronic time system, printing and reconciling payroll reports, and distributing paychecks to employees;
- Conduct departmental (HDPT) facility onboarding, including meeting with new hires to explain policies and procedures related to clocking in and out;
- Monitor and adjust data and information related to employee usage of leave, including tracking and posting accrued and used leave;
- Serve as the first point of contact for employees regarding their payroll questions and/or concerns;
- Resolve payroll discrepancies;

- Maintain HDPT payroll operations according to City policies and procedures;
- Document the authorized destruction of public records and maintain timelines for records;
- Process personnel action request (PAR) forms and ensure timely submittal to Human Resources (HR) for items such as new hires, job changes, medical leaves, terminations, school bus contract adjustments and other relevant changes.
- Forward W2, direct deposit forms and other applicable forms for all staff to Finance and Human Resources in a timely manner;
- Coordinate with HR regarding benefit information for HDPT staff members;
- Manage job requisitions in NEOGOV and work with HR to make sure recruitment information is accurate;
- Prepare invoices for various departments for using the print room;
- Serve as a backup to accounts payable and accounts receivable;
- Assist with snow/ice office duties as needed;
- Operate a city vehicle in the performance of some duties.

**Physical Requirements:** This is generally sedentary work requiring the exertion of up to 10 pounds of force occasionally, some light work requiring the exertion of up to 20 lbs. of force on an irregular basis, and a negligible amount of force frequently or constantly to move objects. Work requires reaching, fingering, grasping, feeling, and repetitive motions; vocal communications is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, and determining accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

**Minimum Requirements:**

- Bachelor's degree with coursework in business or related field, or equivalent combination of education and experience.
- Valid driver's license.

The ideal candidate for this position will have:

- Comprehensive knowledge of office practices, procedures and office equipment;
- Thorough knowledge of standard English grammar, punctuation, and usage;
- Skill in the operation of automated office equipment;
- The ability to:
  - Meet strict project deadlines;
  - Perform multiple, detailed tasks in an often hectic environment;
  - Work independently with minimal instruction and direction;
  - Establish and maintain effective working relationships with City officials, consultants and the general public.

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- Drug screen;
- DMV record review;
- Credit check; and
- Criminal background check.

**Application Deadline:** All candidates must submit a complete City of Harrisonburg online employment application by 5:00pm EST on September 8, 2021 in order to be considered. All fields must be completed on the application, to include work experience, duties and education. Resumes may be attached to your online application as supplemental information only. Incomplete applications will not be accepted.

***The City provides an excellent benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave and holidays.***

***All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.***

***The City of Harrisonburg is an Equal Opportunity Employer.***

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.harrisonburgva.gov/employment>

Job #5156 - (Aug 2021)  
TRANSPORTATION ADMINISTRATIVE SUPPORT (PROGRAM  
SUPPORT SPECIALIST SENIOR)  
CM

OUR OFFICE IS LOCATED AT:  
409 South Main Street  
Third Floor  
Harrisonburg, VA 22801  
540.432.8920  
540.432.7796  
[employment@harrisonburgva.gov](mailto:employment@harrisonburgva.gov)

An Equal Opportunity Employer

---