



**Full-Time Project Administrative Assistant
Thomas Jefferson District Commission**

Job Summary/Scope:

The Thomas Jefferson Planning District Commission (TJPDC) in Charlottesville, VA seeks an experienced full-time Project Administrative Assistant to join our team to assist in the administration of TJPDC's three-year \$288 million Virginia Telecommunications Initiative to expand broadband across 13 counties in Central Virginia.

The TJPDC is a regional planning agency that offers a broad range of planning services in the areas of broadband, land-use, community development, environmental, transportation, housing, economic development, and legislative services. The member governments of the TJPDC include the City of Charlottesville, and the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson. We offer a dynamic work atmosphere that is mission-focused and team-based.

This position will assist the TJPDC's Virginia Telecommunication Initiative (VATI) Program Director with administrative and financial record-keeping associated with this super regional broadband project, which is supported by a \$79 million (VATI) Broadband Grant, and which includes matching funds from the 13 local governments and three private utility companies. In addition to the VATI project, the position may assist other TJPDC projects with administrative support, as needed. This position is grant-funded and anticipated to span approximately three years. Future years will be dependent on available funding. Selected applicant will be detailed-oriented and hold the values of professionalism, integrity, accountability, and transparency.

The candidate's essential functions include:

- **Administrative Support:** Schedules meetings, organizes information, and provides general administrative support for the project as needed.
- **Financial Support:** Under the direction of the Program Director and in coordination with TJPDC Finance staff, maintains project documentation of accounts receivable, accounts payable, and prepares other general financial record-keeping functions.
- **Invoicing:** Responsible for the receipt and review of reimbursement requests and supporting documentation to ensure accuracy and consistency; the preparation and submission of requests for local matching funds for approval by the Program Director; and preparation of remittance requests for grant reimbursement for approval by the Program Director.
- **Record keeping:** Keeps detailed records for projects, by participating jurisdiction, as appropriate. Scans invoices and supporting materials for detailed electronic record keeping. Uploads required information into governmental data systems, such as the State's reporting system (CAMS), as required. Assists with maintaining TJPDC's performance-based administrative budget documentation and record-keeping requirements.

- **Reporting:** Responsible for drafting all required financial and administrative reports associated with the project for the review and approval of the Program Director and TJPDC's Finance Director. Prepares summary reports and presentations in coordination with the Program Director.
- **Audit Coordination Support:** Prepares the project's records for internal and external compliance review and provides project-related support to TJPDC's financial staff and the external audit team.
- **Contract Compliance:** Works with the Program Director and other TJPDC staff members to ensure that the project is conducted in compliance with federal, and state regulations and contractual requirements.

Required Knowledge, Skills, and Abilities:

- A combination of experience and education equivalent to an associate's degree or higher from an accredited college or university. Experience in a local or regional government environment preferred.
- Experience in records management, financial management, bookkeeping, and/or general accounting required. Familiarity with grants and governmental accounting preferred.
- Proficient computer skills, and proficiency with the Microsoft Office Suite required.
- Excellent customer service, communication, and problem-solving skills. Ability to work under time constraints while maintaining positive working relationships with team members, grantors, project partners, stakeholders, and community members.
- Ability to exercise sound judgement, and to resolve issues with tact and diplomacy.
- Ability to follow complex oral and written directions and to feel comfortable with asking questions as needed.
- Ability to work in compliance with contractual requirements, established laws, regulations, and procedures and to present and interpret financial data in a clear and concise manner.
- Ability to maintain complex records with a high level of accuracy.

Working Environment/Physical Requirements: The majority of work is performed on-site in an office setting with a controlled environment; however, some work may be conducted remotely or in the field monitoring project completion. Seldom needs to lift more than 10 pounds.

Compensation: The Project Administrative Assistant position is a three-year, full-time employee (40 hours/week) (Full-Time Exempt with Full Benefits). Continued employment beyond three years is dependent upon available funding. Starting salary range: \$48,000-\$55,000 depending on qualifications and experience.

To apply: To view complete posting and apply online, visit our website at www.tjpd.org/apply. Posting is open for application until filled. Resume, cover letter, and completed job application are required for consideration. Applications may be submitted online or downloaded from www.tjpd.org/apply and sent or emailed to the Thomas Jefferson Planning District Commission, 401 East Water Street, Charlottesville, VA 22902, info@tjpd.org. No phone calls please.

An Equal Opportunity Employer