

# Administrative Assistant

## **ABOUT OahuMPO**

The Oahu Metropolitan Planning Organization (OahuMPO) is a quasi-governmental agency that serves as the forum for cooperative transportation decision-making between the State, the City and County of Honolulu, and the Honolulu Authority for Rapid Transportation. OahuMPO assures compliance with a continuing, cooperative, and comprehensive (3-C) transportation planning process, and is responsible for developing various Federally-required planning studies and programs and other planning and project development activities to assist in addressing transportation issues on the island of Oahu. The OahuMPO establishes transportation goals, policies, and strategies, and determines what assets or facilities will receive Federal capital or operating assistance.

## **MAJOR DUTIES AND RESPONSIBILITIES**

Performs administrative and office support activities for all staff members; fields in-coming telephone calls; coordinates with OahuMPO staff members and professional staff members of outside agencies and departments to schedule and coordinate meeting times, dates, and locations; attend Policy Board and Advisory Committee meetings, captures audio recordings of meetings and takes notes on the proceedings; documents meeting minutes based on notes and audio recording; maintains electronic and hard filing system, including creating files as needed, and appropriately filing materials provided by OahuMPO staff members; receives timesheets from OahuMPO staff members, reconciles against leave sheets, and forwards to staff accountant; receives office mail and distributes appropriately; handles some confidential information (personnel records, social security numbers, etc.) and maintains confidentiality as warranted; monitors office supplies and requests authorization for purchases as necessary; assists the Executive Director in establishing and implementing office policies; receives and directs visitors; copies, assembles, and mails out meeting materials; posts public meeting notices in compliance with the Hawaii Sunshine Law; distributes reports and other materials to participating agencies; assists the Executive Director in lease renewals and maintenance of the office property; runs official errands for OahuMPO, such as trips to the post office, purchasing materials at an office supply store, or delivering materials to participating agencies; supports OahuMPO staff in arranging for travel, training, preparation of advertisements, assists in resolving any administrative problems and performs various other duties as assigned.

## **MINIMUM QUALIFICATION REQUIREMENTS**

- High school diploma or equivalent.
- Extensive computer skills are required including Microsoft Word and Excel, as well as internet research abilities.
- Strong written and verbal communication skills.
- Positive attitude, helpful, and friendly.
- Strong attention to detail.

- Self-motivated, and able to work independently to provide accurate, timely work products with little or no supervision.
- Ability to successfully juggle multiple priorities and demands.

#### **THE IDEAL CANDIDATE WILL ALSO HAVE**

- An Associate's or Bachelor's Degree from an accredited University.
- Bi-Lingual or Multi-Lingual abilities, especially in Japanese, Mandarin, Korean, Tagalog or Ilocano.
- Creative problem solving skills for practical problems.

#### **SALARY AND BENEFITS**

- Salary range is \$35,000 - \$55,000 depending upon skills and experience.
- Retirement and healthcare benefits provided by the State of Hawaii.
- Generous leave policies and flexible scheduling.
- Aloha attire and casual dress every day.

#### **STATUS**

This is a non-civil service position; full-time, 40 hours per week, salaried.

#### **POSITION LOCATION**

OahuMPO, 707 Richards Street, Suite 200, Honolulu, Hawaii

#### **POSITION CLOSSES**

Open until filled

#### **TO APPLY**

To be considered, applicants must submit a cover letter and resume to:

OahuMPO  
707 Richards Street, Suite 200  
Honolulu, Hawaii 96813

Or by email, to:

[oahumpo@oahumpo.org](mailto:oahumpo@oahumpo.org)

Resumes will be screened by a selection committee to choose who to interview. Desirable candidates will be asked to complete an application for the State of Hawaii, which will require proof of citizenship, background check, official documentation of education, etc.