

**POSITION AVAILABLE - ADMINISTRATIVE ASSISTANT
OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY (MAPA)**

MAPA is seeking a master multi-tasker with excellent communication skills and an upbeat personality to fill our Administrative Assistant role. This individual will work under the general supervision of the Director of Finance and Administration, perform a variety of advanced clerical, secretarial, and administrative practices and procedures related to office operations requiring high level of responsibility and independent judgment. Please view the full job posting linked below to review responsibilities and qualifications.

MAPA is the Council of Governments serving a six-county MAPA region (Cass, Douglas, Sarpy and Washington Counties in Nebraska and Mills and Pottawattamie Counties in Iowa) in transportation planning and community and economic development. For more information on MAPA see our website www.mapacog.org

Essential Duties and Responsibilities:

- Greets visitors and staff in person or via telephone, determines their needs and directs them to the appropriate person or office.
- Prepare outgoing mail and agency contracts/agreements; sort, log and distribute incoming mail, contracts and packages.
- Assist with finance and transportation committee meetings along with monthly Board of Directors meetings, duties to include meeting set-up/clean up; and preparation of agendas, meeting materials and minutes.
- Maintain agency filing system including central filing system and electronic files.
- Supply management; responsible for inventory tracking, supply ordering, restocking, and organization of supply room.
- Maintain agency database for newsletters, correspondence, and contracts.
- Assist Information Officer with public notices and agency communications, as needed.
- Assist various departments with administrative support activities; meeting and schedule management, filing, copies, etc.
- Prepare and distribute correspondence and other documents as requested, such as departmental correspondence, letters, reports, memos, and contracts.
- Assist in financial data entry.

Requirements Include:

- High School diploma or GED and two years administrative assistant experience
- Ability to obtain Notary Public commission within the first 60 days of employment.
- Must have strong organizational skills and be a self-starter. Ability to work independently and with limited supervision, establish priorities, handle multiple tasks, and meet deadlines.
- Excellent written and verbal communications skills and ability to work effectively with internal and external customers required.
- Proficient in PDF, Microsoft Word, Excel, and PowerPoint as well as Google Suites, email, calendars and scheduling.
- Team Player; works well with others.
- Positive attitude; desire to be proactive and create a positive experience for others.
- Dependable and reliable in both attendance and work performance.
- Ability to problem solve and handle routine inquiries.

Anticipated starting salary \$17.00 per hour (dependent upon experience and qualifications) plus generous benefits for 40 hours per week. MAPA reserves the right to hire at an appropriate level. MAPA is an Equal Opportunity Employer (EOE). Resumes and applications will be accepted until Sunday, February 28, 2021.

[APPLY NOW](#)

If you have any questions please contact: Christina Brownell | Executive Administrator | Cbrownell@mapacog.org