



Jeremy Peterson  
Chief Executive Officer

Erie Metropolitan Transit Authority  
127 East 14<sup>th</sup> Street  
Erie, Pennsylvania 16503

## POSITION PROFILE

JOB TITLE: ADMINISTRATIVE SUPPORT SPECIALIST

FLSA STATUS: EXEMPT/Full Time

WORK LOCATION: 127 EAST 14<sup>TH</sup> ST, ERIE, PA 16503 DATE ASSIGNED: \_\_\_\_\_

REPORTS TO: Grants/Planning Manager SUPERVISOR: Grants/Planning Manager

APPROVED BY: \_\_\_\_\_ PAY GRADE: Experience Based

REVISION DATE: DECEMBER 9, 2025

**POSITION PURPOSE:** In this pivotal, dual-focus role, the Administrative Support Specialist provides essential support to multiple departments while simultaneously overseeing critical compliance and administrative functions. This position is vital for ensuring seamless communication, organizational efficiency, and adherence to regulatory requirements. The role requires close collaboration with key personnel, including the Grant/Planning Manager, the Marketing Director, and the Operations/Safety Manager, to maintain cohesive and compliant organizational processes.

This position allows for growth and advances within the Authority.

### Responsibilities

- Ensure efficient operations across various departments by providing comprehensive administrative support and fostering strong collaboration with team members at all organizational levels.
- Assist in overall Authority compliance, ADA measures and Title VI action..
- Act as the primary assistant to the Grant/Planning Manager, providing essential support for planning, administration, and execution of grant-related activities, inventory tracking, monitoring of capital budgets and purchasing.
- Assist Marketing Director with managing contracts, copyediting, event planning and coordination, advertising (quotes), invoicing, community outreach and other vital tasks.
- Assists Operations/Safety manager for preparing for reviews and audits, reviews/monitors SAFTI for updates, and filing, organizing, and reviewing accidents and incident reports.
- Schedule and prepare monthly Operations meeting agendas and prepare meeting notes.

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- Prepare monthly Board Meeting minutes, create and distribute meeting invites to staff and Board members.
- Responsible for office supplies and implementing appropriate cost-saving initiatives.
- Update policies and procedures as needed to ensure compliance.
- Attend conferences/workshops as well as EMTA community events as required.
- Maintain and updated departmental spreadsheets.
- Other duties as assigned or needed.

### **Requirements**

- Exceptional verbal and written communication skills, with the ability to interact professionally and effectively with internal and external stakeholders.
- Strong organizational skills and meticulous attention to detail, coupled with proven time-management abilities to prioritize tasks effectively in a dynamic environment.
- High level of computer literacy, including intermediate to advanced proficiency in the Microsoft Office Suite (Word, Excel, Outlook). Must have the aptitude and willingness to quickly learn and master new software systems as required.
- Demonstrated ability to manage multiple priorities efficiently, meet tight deadlines proficiently, and work well under pressure.
- Unwavering commitment to maintaining strict confidentiality of sensitive information and records.

### **MINIMUM QUALIFICATIONS:**

- **EXPERIENCE:** Verifiable experience in an office environment. Proficient with MS Office programs, Adobe, etc. Two or more years of office experience required.
- **EDUCATION:** Bachelor's Degree in Business preferred. Associates degree in business, administration and/or substantial experience in closely related field.

Must have clean motor vehicle record (MVR). Must have clean criminal background check, child abuse clearance, physical and drug screening prior to employment.

### **IMPORTANT DISCLAIMER**

To be considered for a position with EMTA you must be able to meet the mandatory qualifications. You must possess a high school diploma or GED, acceptable MVR, pass a physical including a drug/alcohol screen, criminal record check and the ability to obtain our ACT 33 and 34 clearances.

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