

Columbus Consolidated Government

Administrative Support Specialist II - G113

SALARY	\$15.91 Hourly	LOCATION	Columbus, GA
JOB TYPE	Full-Time Regular	JOB NUMBER	2025-00000129
DEPARTMENT	Transportation	DIVISION	Planning-FTA(5303)
OPENING DATE	03/10/2025	CLOSING DATE	3/24/2025 11:59 PM Eastern

Major Duties and Responsibilities

This position is responsible for providing administrative assistance to the Grant Management/Planning Division by data collection and report preparation.

- Formats and types letters, memos, forms, reports, flyers, contracts, surveys, analyses, and other correspondence; may initiate correspondence, reports, and other written items as required.
- Enters and retrieves information in order to update records, process transactions, or respond to requests for information.
- Works with Transit Specialists on all transit planning activities, grants and contracts, annual reports, farebox information system, and reports required to maintain funding.
- Verifies revenue for the Transfer Center and Parking Garage; performs back-up duties for the vault.
- Orders supplies and equipment for the Grant Management & Planning Division; interacts with vendors regarding specifications and the availability of supplies and equipment.
- Prepares payment to vendors for professional services, including obtaining price quotes and merchandise specifications.

- Handles training for the Freedom Express Bus Museum; checks Freedom Express Bus Museum weekly for any operational problems.
- Records and updates the inventory.
- Pulls daily farebox revenue and ridership reports; reviews reports to detect problems.
- Manages records of disposed items; prepares list for yearly auction.
- Completes operating and planning reports for FTA and GDOT.
- Completes recap sheet, division budget spreadsheets, inventory spreadsheets, cost allocation reports, and other reports as needed.
- Prepares budget spreadsheets weekly for all divisions for the Deputy Transportation Director; monitors Grant Management/Planning budget.
- Answers phones; acts as back-up for DAR with answering phone and scheduling.
- Retrieves mail daily for department, logs in and distributes mail.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of procedures of grant and contract
- Knowledge of basic mathematics
- Knowledge of inventory management techniques.
- Knowledge of office administration practices and procedures, such as letter writing and the operation of standard office equipment.
- Knowledge of record keeping, report preparation, filing methods, and records management techniques.
- Skill in retrieving information used in reports.
- Skill in the operation of computers and various software programs.
- Skill in oral and written communication.
- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

Minimum Educational and Training Requirements

Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with high school education. Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Physical Requirements

The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects and distinguishes between shades of color.

- Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.
- Crouching – bending body forward by bending leg, spine.
- Grasping – applying pressure to object with fingers, palm.

- Handling – picking, holding, or working with whole hand.
- Hearing 1 – perceiving sounds at normal speaking levels, receive information.
- Hearing 2 – receive detailed information, make discrimination in sound.
- Kneeling – bending legs at knee to come to rest at knees.
- Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.
- Manual Dexterity – picking, pinching, typing, working with fingers rather than hand.
- Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.
- Pulling - use upper extremities to exert force, haul or tug.
- Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.
- Reaching – extending hands or arms in any direction.
- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.
- Standing – for sustained periods of time.
- Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.

The work is typically performed in an office, library, or computer room.

Benefits