



**Rogue Valley Transportation District
JOB OPPORTUNITY
AUGUST 5, 2026**

Title: Administrative Support Technician
Department: Administration
Reports To: General Manager
FLSA Status: Non-Exempt - Part-time
Salary: \$25.34 to \$30.80 Hourly

SUMMARY

Under general direction of the General Manager, the Administrative Support Technician serves primarily as the RVTD Board secretary.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Serve as a point of contact for Board Members, staff and consultants.
- Coordinate Board and Budget Committee meetings including preparation and distribution of records such as agendas, packets, minutes, regulations, resolutions and supporting materials.
- Maintain knowledge of current public meetings regulations and requirements; draft, post and distribute meeting notices and materials in compliance with applicable laws and procedures.
- Ensures publishing and posting of legal notices.
- Maintain confidentiality, exercise discretion and judgment in the handling, preparation, storage and dissemination of confidential personnel, legal, labor relations, and Board related information as well as any other sensitive or confidential information.
- Prepare materials going before the RVTD Board which entails coordinating with executive staff.
- Coordinate Board member training, certifications, and compliance requirements.
- Perform other duties as assigned to support the overall function of the Administrative Department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodation may be given to individuals with disabilities to perform the essential functions.

- Excellent interpersonal and customer service skills
- Excellent verbal and written communication skills
- Must possess intermediate to advanced skills in Microsoft Office Word and Excel using word processing and spreadsheets

- Familiarity with common office equipment such as; calculators, copy machines, postage machines, fax machines, computer printers, email, and phones is essential.

EDUCATION and/or EXPERIENCE

- High School diploma or a general education degree (GED).
- Associates degree or equivalent from a two (2) year college or technical school; or six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations.
- Ability to effectively respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

- Ability to apply common sense understanding and accurately interpret a variety of instructions to carry out instructions furnished in written, oral, diagram or schedule form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to accurately interpret a variety of instructions furnished written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Oregon driver's license and a good driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, use hands to handle, finger, or feel; talk and hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop or kneel; lift and/or move up to 10 pounds. Vision abilities required by this job include visual acuity at close range and at a distance.

WORK ENVIRONMENT

This position may work virtually or may work in an RVTD office. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the office work environment is usually quiet with some periods of moderate noise normal to a business office. There are no other significant environmental factors.

HOW TO APPLY:

Those interested in applying may obtain an application by the following:

Internet: Download an application at: <https://rvtd.org/about/employment-opportunities>

Email: Request that an application be sent by emailing humanresources@rvtd.org

In Person: An application may be obtained by visiting Rogue Valley Transportation District's Administration Office at:

101 S. Front Street
Medford, OR 97501

If you have any questions regarding the application or selection process, please contact Human Resources at: humanresources@rvtd.org or (541) 608-2412.