



*Thomas Jefferson*  
Planning District Commission

**JOB ANNOUNCEMENT**  
**ONE PART-TIME TEMPORARY POSITION AS**  
**VATI PROJECT ADMINISTRATIVE ASSISTANT**

The Thomas Jefferson Planning District Commission (TJPDC) is a dynamic regional government organization dedicated to enhancing the quality of life for our residents. We serve as a hub for regional planning and development, working collaboratively with local communities and state agency partners to address transportation needs, plan and secure funding for infrastructure improvements, and promote sustainable growth and accessibility across the region. The TJPDC serves the counties of Albemarle, Greene, Fluvanna, Louisa and Nelson and the City of Charlottesville. Our office is adjacent to the downtown mall of Charlottesville, located in Central Virginia at the foothills of the Blue Ridge Mountains. Approximately 260,000 residents live in the region, which is filled with history, scenic beauty, and urban and rural living.

**General Definition**

This part-time position will assist the TJPDC's Virginia Telecommunication Initiative (VATI) Program Director with administrative and financial record-keeping associated with this super regional broadband project, which is supported by a \$79 million (VATI) Broadband Grant, and which includes matching funds from the 13 local governments and private utility companies. In addition to the VATI project, the position may assist other TJPDC projects with administrative support, as needed. This part-time temporary position is grant-funded and anticipated to span approximately one- and one-half years. Future years will be dependent on available funding. The selected applicant will be detailed-oriented and hold the values of professionalism, integrity, accountability, and transparency.

**Essential Job Functions and Responsibilities**

- **Administrative Support:** Schedules meetings, organizes information, and provides general administrative support for the project as needed. Maintains positive working relationships with team members, grantors, project partners, stakeholders, and community members.
- **Financial Support:** Under the direction of the Program Director and in coordination with TJPDC Finance staff, maintains project documentation of accounts receivable, accounts payable, and prepares other general financial record-keeping functions utilizing Microsoft Office Suite programs.
- **Invoicing:** Responsible for the receipt and review of reimbursement requests and supporting documentation to ensure accuracy and consistency; the preparation and submission of requests for local matching funds for approval by the Program Director; and preparation of remittance requests for grant reimbursement for approval by the Program Director.
- **Record keeping:** Keeps detailed records for projects, by participating jurisdiction, as appropriate. Scans invoices and supporting materials for detailed electronic record keeping. Uploads required information into governmental data systems, such as the State's reporting system (CAMS), as required. Assists with maintaining TJPDC's performance-based administrative budget documentation and record-keeping requirements.
- **Reporting:** Responsible for drafting all required financial and administrative reports associated with the project for the review and approval of the Program Director and TJPDC's Finance Director. Prepares summary reports and presentations in coordination with the Program Director.
- **Audit Coordination Support:** Prepares the project's records for internal and external compliance review and provides project-related support to TJPDC's financial staff and the external audit team.

- **Contract Compliance:** Works with the Program Director and other TJPDC staff members to ensure that the project is conducted in compliance with federal, state and local regulations and contractual requirements.

**Education and Experience:**

Any combination of training and experience, which would provide the required knowledge, skills, and abilities, is qualifying. **Preferences may be given to applicants possessing qualifications above the minimum.** A typical way to obtain the minimum knowledge, skills, and abilities would be:

- Associate's degree or higher from an accredited college or university in business administration, finance, accounting, or a related field.
- Experience in records management, financial management, bookkeeping, and/or general accounting required. Familiarity with grants and governmental accounting preferred.

**Working Environment:**

The TJPDC offers a hybrid work environment. Daytime travel may be required.

**Classification:** Non-exempt

**Compensation:** Starting hourly rate of \$25.00 to \$28.00.

**Terms:** Part time, working an average of 20 hours per week

**Benefits:** This position is not eligible for benefits.

**Application Process:**

**To be considered for this position, please submit a resume, cover letter, and a completed employment application. Posting is open for application until filled. The first review of applications will take place the week of July 22, 2024.**

**Application available at:** [www.tjpd.org/apply](http://www.tjpd.org/apply). Please submit online, email completed materials to [info@tjpd.org](mailto:info@tjpd.org), or mail completed material to TJPDC 401 E. Water Street, Charlottesville, VA 22902. All resumes and correspondence will be held in confidence. Materials submitted become the property of TJPDC and will not be returned.

For assistance or if you require special accommodation, please call (434) 979-7310. TJPDC Office hours are 8:00 a.m. - 5:00 p.m., Monday - Thursday.

***An Equal Opportunity Employer***