

ADMINISTRATIVE ASSISTANT-ENGINEERING

Location: Delaware Memorial Bridge, New Castle, DE

\$45,500 to \$54,600 (Salary Grade 102)

(Position and Salary commensurate with experience and skills)

Opening Date: September 30, 2026

Closing Date: October 14, 2026

I. POSITION SUMMARY

This position performs full administrative and office support activities to assist in the operations of the Engineering department. Duties include but are not limited to the following: fielding communications; receiving and directing visitors; creating correspondence to include letters, spreadsheets, and presentations; coordinating schedules for meetings, events, staffing; overseeing specific departmental processes; maintaining office records, assembling reports, facilitating lane closure coordination meetings, processing contractor badge requests, time keeping, and financial data entry. The nature of this work is highly confidential and requires discretion interacting with all levels of the organization and external customers.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the administrative requirements of the assigned business unit and performs related duties as required
- Maintains appropriate record keeping and databases which may include data entry and report generation in and from various Authority wide or departmental software systems
- Coordinates the preparation of reports and identifies solutions in support of specific business operations
- Processes invoices, purchase card statements and purchase order requests
- Prepares and submits payroll schedules
- Processes visitor and contractor badge requests
- Conducts weekly lane closure coordination meetings and generates associated schedules
- Prepares general correspondence in support of assigned business unit activities
- Coordinates departmental communications and reports
- Provides routine information to applicants, employees, and customers/patrons
- Routes incoming mail to appropriate personnel
- Receives phone calls and visitors, makes appointments and keeps schedules as directed
- Ensures operation of equipment by scheduling preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Records meeting minutes
- Performs office administration processes to include maintaining office supplies
- May organize special events
- May make travel arrangements and process travel reimbursements
- Promotes a professional and courteous environment
- Follows established safety practices while performing assigned duties to protect self, co-workers and the public from personal injury and to prevent damage to Authority property
- Exercises superior customer service by performing in a courteous and efficient manner

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must be capable of learning technical requirements related to the assigned area of work
- Exercise judgment within generally defined guidelines and instructions
- Effective oral and written communication skills
- Excellent typing and computer skills

- Ability to operate standard office equipment
- Proficiency in organizing and maintaining department records
- Ability to prioritize assignments
- Demonstrated experience in Microsoft Office programs such as Outlook, Word, and Excel
- Must be able to handle confidential information with a high level of discretion
- Ability to interact with a diverse group of external stakeholders and visitors as well as internal contacts at all levels of the organization.
- Ability to make independent judgment in planning, prioritizing, and organizing diversified workload, recommending changes in office practices or procedures, etc.
- Ability to provide excellent customer service

IV. REQUIRED EDUCATION AND EXPERIENCE

- Associate's degree or appropriate equivalent experience
- A minimum of five (5) years relevant and increasing experience in office administration
- Previous experience working in an engineering/construction office is preferred
- Previous experience working in public administration is preferred

V. LICENSES, REGISTRATION, AND/OR CERTIFICATES

- Valid driver's license

VI. SPECIAL REQUIREMENTS

- Subject to a background investigation and pre-employment physical including drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution to receive their bi-weekly pay

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, you also have the option of attaching a resume to the completed application.

The Delaware River and Bay Authority is an Equal Opportunity Employer