

**SUMMARY STATEMENT**

**ITEM NO.** **SUBJECT: Elimination of the Position of Assistant to the Chairman**

**COMMITTEE:** **Unfinished Business**

**COMMITTEE MEETING DATE:** **N/A**

**BOARD ACTION DATE:** **August 25, 2010**

**PROPOSAL:** **That the Board adopt a resolution eliminating the position of Assistant to the Chairman.**

**PURPOSE:** **To adopt a resolution eliminating the position of Assistant to the Chairman.**

**BACKGROUND:** **The Authority desires to ensure that it is acting with fiscal prudence to safeguard public funds entrusted to the Authority. The Board has considered the duties and functions of this position responsible directly to the Board, and has determined that the necessary duties of the position of Assistant to the Chairman can be carried out without this full time position. The elimination of this full time position will conserve public funds while not substantially impeding the functions of the Board or the Authority**

**The Board has considered the advice and analysis of its staff and certain of its consultants with regard to this determination and has determined that the elimination of the designated position is in the best interests of the Authority and the public it serves.**

**SUMMARY:**

<b>Amount:</b>	<b>N/A</b>
<b>Source of Funds:</b>	<b>N/A</b>
<b>Capital Project #:</b>	<b>N/A</b>
<b>Operating Budget:</b>	<b>Reduction</b>
<b>Master Plan Status:</b>	<b>N/A</b>
<b>Other Fund Sources:</b>	<b>N/A</b>
<b>Duration of Contract:</b>	<b>N/A</b>
<b>Other Parties Involved:</b>	<b>N/A</b>

Amended on the Floor, August 25, 2010  
Approved as Amended

**DRPA-10-066**

**Unfinished Business: August 18, 2010**

**Board Date: August 25, 2010**

**Elimination of the Position  
of Assistant to the  
Chairman**

## **RESOLUTION**

**RESOLVED:** That the Board hereby eliminates the position of Assistant to the Chairman, and directs the Chief Executive Officer of the Authority to effectuate this Resolution with respect to any current incumbents in the affected positions within sixty (60) days.

<b>SUMMARY: Amount:</b>	<b>N/A</b>
<b>Source of Funds:</b>	<b>N/A</b>
<b>Capital Project #:</b>	<b>N/A</b>
<b>Operating Budget:</b>	<b>Reduction</b>
<b>Master Plan Status:</b>	<b>N/A</b>
<b>Other Fund Sources:</b>	<b>N/A</b>
<b>Duration of Contract:</b>	<b>N/A</b>
<b>Other Parties Involved:</b>	<b>N/A</b>

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## Delaware River Port Authority Job Description/Specifications

<b>Job Title:</b>	<b>ASSISTANT TO THE CHAIRMAN</b>	<b>Job Code:</b>	<b>133</b>
<b>Division:</b>	<b>Executive</b>	<b>Grade:</b>	<b>E2</b>
<b>Department:</b>	<b>OFFICE OF THE CEO</b>	<b>Date:</b>	<b>NOVEMBER 7, 2008</b>
<b>Reports to:</b>	<b>CHAIRMAN</b>	<b>FLSA Status:</b>	<b>EXEMPT</b>

### **Position Purpose**

Serves as the Chairman's liaison with the Chief Executive Officer, Executive and Senior staff, as well as external agencies, including governors, legislators, and state officials relevant to DRPA and PATCO. Participates in the development of the Office of the CEO's annual budget; recommends and monitors administrative policy and procedures; and performs related duties as required.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the duties, responsibilities, knowledge, skill, and/or ability required. The Authority will adhere to all applicable laws and regulations in assessing an employee's ability to carry out or otherwise meet the job requirements set forth herein in a satisfactory manner.

### **Essential Duties and Responsibilities**

1. Attend all senior staff meetings and communicates with the Chief Executive Officer and Division Directors regarding information that should be communicated to the Chairman and to the Board of Commissioners on a regular basis.
2. Reviews the upcoming calendar of events and briefs the Chairman and Board of Commissioners as to the DRPA presence that has been planned.
3. Assist with the preparation for DRPA Board and Committee Meetings by reviewing agenda items with the Chairman and obtaining agenda information well in advance.
4. Reviews the minutes of DRPA Board and Committee Meetings for accuracy and all pertinent correspondence, reports and other confidential communications directed to the Chairman.
5. Attends all Executive Sessions and related meetings of the Authority with the Chairman and prepare daily and weekly briefings.
6. Assists as liaison and maintains good public relations with outside agencies; may represent the Chairman with other public bodies, professional organizations, civic groups and members of the public and keeps the Chairman advised on trends in current thought and matters of interest to the Authority.
7. Assist the Chairman with management of all projects.
8. Oversees all administrative support required by the Chairman. Organize all the

Chairman's files.

9. Establishes and maintains office procedures and special projects as assigned.
10. Arranges and attend all appropriate outside committee and board meetings with staff and outside agencies, including governors, legislators, and state officials, relevant to DRPA and PATCO mission statement and report back to the Chairman.

#### **Essential Duties and Responsibilities (cont.)**

11. Assists Chairman with confidential communication between Commissioners, Executive staff and outside agencies.
12. Relieves Chairman of administrative detail involving routine office operations. Screens all incoming and outgoing telephone calls.
13. Handles incoming mail [internal & external] with complete confidentiality.
14. Assists the Chairman in working on and carrying out other tasks and projects, as assigned.

#### **Skills/Knowledge/Abilities**

1. The individual must display leadership qualities through motivating others to perform well, by inspiring the trust and respect of staff and mobilizing others to fulfill the vision and goals of the organization.
2. The individual must be an effective manager of staff by including staff in planning and decision-making process, providing regular performance feedback and encouraging the growth and development of the skills of the staff.
3. The individual must be able to effectively delegate work assignments by matching the responsibilities to the appropriate staff person. He or she must set expectations and monitor the delegated responsibilities and provide recognition for successful results.
4. The individual must display a thorough understanding of the business implications of his or her decisions and the impact of same on the organization.
5. The individual must demonstrate the ability to organize, and analyze complex and diverse information and use same to resolve problems in a timely manner. The individual must understand the business implications of decisions he or she makes and must align his or her work with organizational goals and strategies.
6. Must have an understanding of the Organization's strengths, weaknesses, external threats, opportunities, its markets, and competition in order to develop and implement strategies that are aligned with and designed to achieve organizational goals and successes.
7. The individual must be willing to continuously build knowledge and skills and share expertise with others and set and achieve challenging goals.
8. The individual must be able to manage difficult customer situations and respond promptly to customer needs. Maintenance of confidentiality is essential.
9. The individual must be able to speak and write clearly in order to communicate effectively. Must be able to demonstrate group presentation skills.
10. The individual must display openness to others views; must be able to balance team and individual responsibilities. Must contribute to building positive team spirit by supporting everyone's efforts to succeed.

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11. The individual must show respect and sensitivity for cultural differences and work toward promoting a harassment free environment and a diverse workforce. The individual must treat everyone with respect, work with integrity, and uphold and support organizational values and goals.
12. The individual must follow all organizational policies and procedures, complete tasks correctly and on time.
13. The individual must display willingness to make timely decisions and be able to support said decisions, exhibit sound and accurate judgments and include the appropriate people in the decision-making process. Must be willing to adapt to changes in the work environment.

**Skills/Knowledge/Abilities (cont.)**

14. The individual must be able to prioritize and plan work activities using time efficiently. He or she must react well under pressure and accept responsibilities for his/her own actions. The individual must respond to management direction.
15. The individual must demonstrate accuracy and thoroughness, apply feedback to improve performance and monitor own work to ensure quality. Generate suggestions to improve individual and departmental performance.
16. The individual must be punctual at all times and ensure that work responsibilities are covered in his/her absence.

**Supervisory Responsibilities**

N/A

**Education and/or Experience**

- 12 years of general education.
- 4 years Bachelor's degree in Business/Public Administration required.
- 6 years Master's degree in Business/Public Administration required.
- Proficiency in relevant personal computer applications such as word processing and spreadsheet applications.

**Physical Requirements**

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 required to sit 85%. The employee is required to stand and walk 10% and lift, climb, bend 5%. The employee must occasionally lift, hold, and carry objects up to 25 + pounds. Have normal day and night time vision, corrected or uncorrected. Have normal hearing, corrected or uncorrected. Must be able to perform all position functions. Must be able to physically operate all job related equipment for the position functions. The employee must maintain a neat and clean appearance.

**Working Conditions**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

1. The employee must be organized, work well under pressure, and be able to prioritize assignments appropriately.
2. The employee must communicate well with the public, and remain poised under pressure.
3. The employee must understand the importance of discretion and adhering to deadlines.

**Reviewed and Approved By:**

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**Prepared By:**