MEMORANDUM

To: Thomas Raftery, Inspector General
FROM: Kelly L. Forbes
       Danielle L. McNichol
       William J. O’Connor
       Susan Squillace
       Allen Sullivan

SUBJECT: Request for Certification of Compliance with DRPA-10-066
DATE: August 28, 2012

Attached please find the updated posting by the Human Resource Services Department confirming the abolishment of the job title Assistant to the Chair.

Please confirm that DRPA-10-066 requiring the elimination of Assistant to the Chair position has been completed.

DLM/dvm

By: [Signature]
Inspector General

Date: 3/29/12
# Delaware River Port Authority
## Job Description/Specifications

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>ASSISTANT TO THE CHAIRMAN</th>
<th><strong>Job Code:</strong></th>
<th>133</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Division:</strong></td>
<td>Executive</td>
<td><strong>Grade:</strong></td>
<td>E2</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td>OFFICE OF THE CEO</td>
<td><strong>Date:</strong></td>
<td>NOVEMBER 7, 2008</td>
</tr>
<tr>
<td><strong>Reports to:</strong></td>
<td>CHAIRMAN</td>
<td><strong>FLSA Status:</strong></td>
<td>EXEMPT</td>
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### 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.
Job Title: ASSISTANT TO THE CHAIRMAN
Job Code: 133

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
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:

Prepared By: