



ADMINISTRATION/MANAGEMENT

- Human Resource items including allocation of the mid-year salary compression/equity funds approved by the HRPDC/HRTPO Boards
- Recruitment for the IT Coordinator Position
- Finalize AV Equipment Modernization Plans for the “757 Room”
- Transition Plan for the Organization’s Civil Rights/Title VI and Communications Programs
- Staff support to the Community Advisory Committee
- Staff support to the Southside Network Authority
- Coordination with the region’s legislative liaisons
- Financial management support for the HRPDC, HRTPO, HRTAC, HRMFFA and Southside Network Authority
- Personnel management
- Building Operation and Maintenance