

JOB OPENING ANNOUNCEMENT

Apply On-line at www.smctd.com/jobs.html

Employment Hotline 650-508-6308

April 18, 2022

TITLE: Executive Assistant II
EMPLOYMENT TYPE: Non-Exempt (Full Time)
DIVISION: Planning, Grants & Transportation Authority
PAY RANGE: **\$31.93 - \$48.76 hourly (\$66,432 - \$101,441 estimated annual)**
APPLICATION DEADLINE: **Friday, May 6, 2022**
WORK LOCATION: San Carlos, CA
WORK SCHEDULE: Hybrid Work Schedule

GENERAL DESCRIPTION:

The Executive Assistant II will report to the Chief Officer, Planning, Grants, and Transportation Authority, and will be responsible for performing confidential administrative support for the Chief Officer and other division employees, as assigned for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- On behalf of the Chief Officer, communicate with Board Members, the public, business associates, transportation professionals, and internal staff.
- Provide calendar management for the Chief Officer.
- Maintain office supplies and related budget.
- Provide administrative support for the Division.
- Assist with preparing and monitoring division budgets including contract and project budget administration.

EXAMPLES OF DUTIES:

- Receive and screen telephone calls and requests, greets visitors and make appointments, travel and meeting arrangements. Take and distribute messages.
- Keep the Chief Officer apprised of scheduled meetings, appointments and events.
- Assist with processing work directives, invoices, and contract close-outs.
- Compile agendas, take meeting minutes, and provide assistance in any required meeting follow-ups.
- Sort and distribute the Division mail.
- Establish and maintain files for the Chief Officer.
- Prepare travel authorizations, expense reports for reimbursement of expenses for Chief Officer and other Division staff.
- Order, store, and issue office supplies.
- Copy, file, and update records.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures to prevent, minimize, or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the supervision of the Chief Officer, Planning, Grants & Transportation Authority, who establishes goals and objectives, monitors and evaluates performance.

MINIMUM QUALIFICATIONS:

Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Two (2) years of executive assistant or personal assistant experience.
- High school diploma or GED equivalent.

PREFERRED QUALIFICATIONS:

- Must be proficient in Microsoft Office Suite.
- Associate or Bachelor's Degree preferred.
- Must have effective oral & written communication skills.

SELECTION PROCESS MAY INCLUDE:

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

BENEFITS:

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

Holidays : Seven paid holidays, plus up to four floating holidays per year

Paid Time Off : Up to 21 days (PTO) per year

Cafeteria Plans : Medical, dental, vision care, group life insurance and more

Transportation : Free Bus Transportation for employees and qualified dependents

Pension : Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the www.smctd.com/jobs.html. Complete an online employment application by 11:59 pm on Friday, May 13, 2022. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to hr@samtrans.com.
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.