

JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/about-samtrans/jobs>

Employment Hotline 650-508-6308

September 8, 2022

TITLE: Administrative Support Specialist, Contracts & Procurement
EMPLOYMENT TYPE: Non-Exempt (Full Time)
DIVISION: Finance
PAY RANGE: \$26.10 - \$42.87 Hourly (\$54,279.00 - \$89,167.00 estimated annual)
APPLICATION DEADLINE: **Friday, September 30, 2022**
WORK LOCATION: San Carlos, CA

GENERAL DESCRIPTION: The Administrative Support Specialist reports to the Director, Contracts and Procurement and is responsible for providing clerical and administrative support for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain) and the San Mateo Transportation Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Provide clerical, administrative, and data entry support.
- Collect, review, and analyze data; prepare reports, charts, budgets, and other presentation materials.
- Schedule, coordinate, and maintain calendar appointments.
- Coordinate office and/or departmental operations.

EXAMPLES OF DUTIES:

- Assist other departments with clerical support.
- Screen incoming calls and emails; set appointments with employees, customers, and vendors.
- Greet visitors and callers, route and resolve information requests.
- Create and update spreadsheets and reports.
- Process invoices; create check requests for approval.
- Open and sort mail.
- Purchase and keep inventory of supplies and equipment.
- Coordinate space and office organization.
- Perform all job duties and responsibilities in a safe manner to protect oneself, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the supervision of Director, Contracts & Procurement who establishes goals and objectives 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:

- High School Diploma or GED equivalent.
- Three (3) years of full-time clerical experience.

PREFERRED QUALIFICATIONS:

- Must be proficient in MS Office Suites: Word, Excel, and Outlook.
- Must communicate effectively orally and in writing.

SELECTION PROCESS MAY INCLUDE:

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, practical exercise 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.samtrans.com/about-samtrans/jobs>

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 <https://www.samtrans.com/about-samtrans/jobs>. Complete an online employment application by 11:59 pm on Friday, September 30, 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.