

JOB OPENING ANNOUNCEMENT

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

Employment Hotline 650-508-6308

November 4, 2022

TITLE: Executive Assistant II
EMPLOYMENT TYPE: Non-Exempt (Full Time)
DIVISION: Finance
PAY RANGE: \$31.94 - \$48.77 Hourly (\$66,432.00 - \$101,441.00 estimated annual)
APPLICATION DEADLINE: **Friday, November 25, 2022**
WORK LOCATION: San Carlos, CA

GENERAL DESCRIPTION: The Executive Assistant position reports to the Chief Communications Officer and the Deputy Chief, Communications and is responsible for performing administrative and secretarial duties for the Chief Officer, Communications and broader Communications Department 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:

- Prepare correspondence from brief oral or written instruction, or independently composes signature-ready copy.
- Produce reports, spreadsheets and graphs utilizing word processing and spreadsheet programs.
- Assist in monitoring performance on projects, programs, schedules and budgets.
- Coordinate calendar for Chief Communications Officer and establishes a schedule of meetings/appointments.

EXAMPLES OF DUTIES:

- Support Chief in preparation for essential tasks, including community and internal meetings and communications, correspondence, budgeting and expense reports.
- Serve as office manager for the Communications Department, including assisting in scheduling and meeting coordination; organizing office supplies and storage; process department invoices and reimbursements.
- Respond to telephone inquiries and/or direct callers to appropriate staff. Draft correspondence such as thank you notes as needed.
- Perform all job duties and responsibilities in a safe manner to protect yourself, 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 direction and general supervision of both the Chief Communications Officer and the Deputy Chief, Communications, 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:

- High School Diploma or GED equivalent.
- Three years' experience performing duties similar to those mentioned above.

PREFERRED QUALIFICATIONS:

- Proficient in Word and Excel or similar programs.
- Excellent oral and written communication skills.
- Organized and efficient in the handling of the above basic functions and duties

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 26 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, November 25, 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.
- 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.