

# JOB OPENING ANNOUNCEMENT

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

Employment Hotline 650-508-6308

January 27, 2023

**TITLE:** Administrative Analyst III – (Operations)  
**EMPLOYMENT TYPE:** Exempt (Full Time)  
**DIVISION:** Bus (Operations)  
**PAY RANGE:** \$1,913.67 - \$2,870.51 weekly (\$99,511 - \$149,267 estimated annual)  
**APPLICATION DEADLINE:** **Sunday, February 19, 2023**  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Administrative Analyst III (Operations) reports to the Chief Operating Officer, Bus and provides a full range of confidential administrative support services for the COO's division senior managers and direct reports. This position is responsible for performing a wide variety of analytical and program management support. In addition, this position will serve as a liaison between Human Resources and the Bus Operations Division, handling confidential and time sensitive materials.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Organize, coordinate and liaise internal and external stakeholders on Bus Operations related program management and processes such as interaction with HR, support for the mission zero program and other business activities.
- Maintain calendar (Microsoft Outlook) for the COO and other managers, as needed. Keep him/her advised of scheduled meetings, appointments, and events. Receive and screen telephone calls and requests, greet visitors, make appointments for meetings, and make travel arrangements. Take and distribute messages. Coordinate activities and/or response by others in the Division or with other departments where appropriate.
- Prepares narrative and/or statistical reports that will support recommendations and presentations to senior management.
- Ensures departmental compliance with District's policy and procedures.
- Develop and deliver responses to program audits requests and findings for all Bus Operations Division's departments including Transportation, Maintenance, Facilities, ITS, Ops Training, Shuttles, Contracted Services, and ADA.
- Oversee the administration of the office of the COO document control process, including record administration and maintenance ensuring compliance with established District policies and procedures.
- Supervise staff. Ensure EEO policies and procedures are followed. Participate in selection, coordinate staff training and professional development; establish objectives, monitor, and evaluate employee performance.
- Utilizing advanced knowledge of Microsoft Office software (Word, Excel, PowerPoint and Access) create and update spreadsheets, reports, tables, graphs, agendas, presentations, manage and store data. Gather, review, and assemble Board materials and data as required. Maintain division and COO files in an orderly and timely fashion.
- Establish and maintain cooperative, professional, and effective working relationships with internal and external customers.

## **EXAMPLES OF DUTIES:**

- Oversees and prepares a variety of records, comprehensive reports, studies, and analytic documents related to personnel, projects, and budgets. Compile agendas and attend meetings, prepare, and distribute minutes as required, help with any required follow-ups.
- Coordinates and organizes drafts for all staff reports and resolutions that need to be routed to the COO and for other executives and senior staff prior to Board agenda review.

- Liaise between HR and Bus Operations departments on personnel related duties including recruitment activities for fulltime and temporary staff, management of Leave of Absence and workers' compensations programs. Maintain appropriate level of office supplies. Order, store, and issue office supplies. Assure that amenities such as coffee, refreshments, lunch, etc. area available when needed.
- Works with Employee Relations to assist department management staff on organizational, personnel performance, and disciplinary issues and disputes.
- Contract compliance – assist Director/Manager in the administration of contracts used to perform duties of the Division
- Perform other duties as assigned

**SUPERVISION:** Works under the general supervision of the Manager, Grants and Fund Programing 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. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- AA degree in Business Administration or related field.
- Five (5) years full-time experience in a secretarial/administrative support position or two (2) full years of executive-level administrative support.

**PREFERRED QUALIFICATIONS:**

- Proficient in word-processing (Microsoft Word), spreadsheet applications (Excel), and PowerPoint presentations.
- Excellent oral and written communication skills.
- Ability to handle multiple and complex work assignments and handle confidential/sensitive information.
- Knowledge of PowerPoint, Access and Microsoft Outlook.

**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. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

**BENEFITS:**

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/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

Work Location : Select positions are eligible to work remote up to 50% of the time

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.samtrans.com/jobs](http://www.samtrans.com/jobs). Complete an online employment application by 11:59 pm on **Sunday, February 19, 2023**. 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 [recruitment@samtrans.com](mailto:recruitment@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.