

# JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

July 14, 2023

**TITLE:** Assistant District Secretary  
**EMPLOYMENT TYPE:** Non-Exempt (Full Time)  
**DIVISION:** Executive Office  
**PAY RANGE:** \$35.33 - \$53.00/hour (\$73,494 - \$110,241 estimated annual)  
**APPLICATION DEADLINE:** **Continuous Recruitment**  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Assistant District Secretary reports to the Executive Officer, District Secretary and provides administrative support for the Executive Officer, District Secretary, and the Board of Directors for the San Mateo County Transit District (SamTrans), Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transportation Authority (TA).

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Performs and provides detailed administrative support to the Boards and committees.
- Attends Board and committee meetings and prepares agendas, agenda packets, and minutes.
- Assists the custodian of records for Board of Directors and committee matters, maintains the official votes, attendance at committee meetings, and relevant documents.
- Takes and records committee and Board of Directors meeting minutes.
- Performs administrative support and may act as the Executive Officer, District Secretary in his/her absence and in the absence of the Deputy District Secretary.

## **EXAMPLES OF DUTIES:**

- Responds to inquiries from the public, staff, or Board Members concerning the proceedings of the Board or the actions of committees.
- Assists in the retention, indexing, and retrieval of official District Documents; Assists with public records requests.
- Records committee and Board of Directors meeting matters, maintains official votes, and attendance at meetings, and prepares the official minutes of proceedings, and finalizes any resolutions or ordinances.
- Coordinates travel arrangements for the Board and prepares travel reports for Board Members.
- Coordinates meeting activities; schedules meetings and prepares agendas; arranges facilities; notifies participants, takes and disseminates notes; coordinates the preparation and finalization of Board and committee meetings and related materials.
- Attends day and evening meetings onsite (and may be off site) and outside regular business hours.
- Coordinates and posts information to the agency website in compliance with inflexible deadlines.
- Establishes and maintains effective working relationships with internal and external customers.
- 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 in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Works under the general supervision of the Executive Officer, District Officer 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:

- Associate's degree in Business Administration, Public Administration, Communications, English or other related field.
- Five (5) years of full-time experience providing executive level administrative support in a professional office environment.

**PREFERRED QUALIFICATIONS:**

- Experience performing duties in support of Boards of Directors, Councils or Commissions that operate under the Ralph M. Brown Act is desirable.
- Experience in records management is desirable.
- Must be proficient in Microsoft Office Suite.
- Must have effective oral and 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. 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 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

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). This is a continuous recruitment until filled. 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.