

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

August 25, 2023

TITLE: Administrative Analyst III – (Information Technology)
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Information Technology
APPLICATION DEADLINE: **Sunday, September 24, 2023 (1st cut off- September 17, 2023)**
PAY RANGE: **\$1,913.67 - \$2,870.51 weekly (\$99,511 - \$149,267 estimated annual)**
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Administrative Analyst III (Information Technology) reports to the Chief Information & Technology Officer and provides a full range of confidential administrative support services for the CITO'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 IT and various departments in the district, handling confidential and time sensitive materials.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Organize, coordinate and liaise internal and external stakeholders on IT related program management and processes.
- Setup meetings, prepare agendas and finalize meeting minutes.
- 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.
- Act as Project Coordinator on special projects.
- Develop Excel or Power BI based reports.
- Develop and deliver responses to program audits requests and findings for all IT Division's departments including Applications, Infrastructure, Cybersecurity, Operation & Administrations.
- Oversee the administration of the office of the CITO document control process, including record administration and maintenance ensuring compliance with established District policies and procedures.
- 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, One Note, 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 CITO files in an orderly and timely fashion.
- Establish and maintain cooperative, professional, and effective working relationships with internal and external customers.
- Develop and Provide reports and dashboards as required.
- Develop Standard Operating Procedures for IT with management guidance.
- Update Project Portfolio Management tool for executive debriefs.
- Coordinate and Manage business travel requirements and reimbursements for the IT Division.
- Assist other division managers as required.

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.
- Provide administrative support to the CITO including arranging schedules, appointments, meetings, arranging travels for the CITO and senior staff, etc.
- Prepare preliminary scope of work for small projects.
- 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.
- Maintain an appropriate level of office supplies. Order, store, and issue office supplies.
- Assure that amenities such as coffee, refreshments, lunch, etc. are available when needed for IT training or workshops.
- 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.
- Assist in contract and AP invoicing and vendor relationship management.
- Update IT internal Sharepoint site as required.
- 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 general supervision of the Chief Information & Technology Officer and who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education 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. (Bachelor's preferred)
- Five (5) years full-time experience in a secretarial/administrative support position.

PREFERRED QUALIFICATIONS:

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

SELECTION PROCESS MAY INCLUDE: The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

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

Holidays: Seven (7) paid holidays, plus up to four (4) floating holidays per year

Paid Time Off: Up to 26 days 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) <ul style="list-style-type: none"> • 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/jobs>. Complete an online employment application by 11:59 p.m. on **Sunday, September 24, 2023 with first cut off- September 17, 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.
- 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.