

JOB OPENING ANNOUNCEMENT

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

Employment Hotline 650-508-6308

February 23, 2024

TITLE: Admin Support Specialist
EMPLOYMENT TYPE: Non-Exempt
DIVISION: Bus Transportation
APPLICATION DEADLINE: Sunday March 17, 2024
PAY RANGE: \$26.10 - \$42.87 hourly (\$54,279 - \$89,167 estimated annual)
WORK LOCATION: South San Francisco, CA

JOB SUMMARY: The Administrative Support Specialist will report to the Base Manager, the Assistance Base Managers, and department Supervisors and staff. The incumbent will provide clerical and administrative support to the Bus Transportation Division of the San Mateo County Transit District (SamTrans).

EXAMPLES OF ESSENTIAL FUNCTIONS:

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

EXAMPLE OF DUTIES:

- Collect and assemble data and department reports.
- Assist other departments with administrative support.
- Maintain accurate department and Operator attendance records, files and reports.
- Compile and type memos, letters, meeting notes and other correspondence.
- Answer telephones, take and distribute messages, and respond to emails.
- Respond to departmental inquiries and resolve information requests.
- Post notices and neatly maintain notice boards.
- Schedule department meetings and coordinate conference rooms and community spaces.
- Manage incoming and outgoing correspondence, including emails, faxes, mail, and packages.
- Create and accurately update spreadsheets and monthly reports.
- Maintain, organize, and file records, receipts, spreadsheets, databases, and confidential documents.
- Reconcile department spending, and track department budget and expenses.
- Process invoices and expense reports, compile travel authorizations and route for approval.
- Submit work orders, schedule, and maintain general office space and equipment.
- Open and sort mail.
- Organize office space and coordinate with Safety and Facilities as needed.
- Purchase and keep inventory of supplies and equipment.
- Submit work orders to maintain the office building and Operator's area as needed.
- 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 the Base Manager and department staff, 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 years of full-time Admin Assistant experience.

PREFERRED QUALIFICATIONS

- Must be proficient in Microsoft 365 (Word, Excel, OneDrive, and Teams)
- Must communicate effectively with staff and other departments.
- Must have good writing and communication skills.
- Must be able to perform duties and support functions with minimal supervision.
- Must have good organization and time management.
- Experience with PeopleSoft or another enterprise HRIS software.
- Experience using HASTUS or other scheduling software.
- Experience in a represented or union environment preferred.
- Public Sector experience is desirable.
- Must have a valid CA Driver's license.

SELECTION PROCESS:

The process may include written and skills test assessments or supplemental questions and will require a panel interview. 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.

This is a safety sensitive position. As a part of the pre-employment process, you are required to successfully complete a medical, drug/alcohol, DMV, and a background investigation. Must be able to obtain Class B driver's license with air brake and passenger endorsements prior to starting employment.

CURRENT EMPLOYMENT BENEFITS:

For further Benefits details please go to: <https://www.samtrans.com/about-samtrans/jobs>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 21 days per year
Cafeteria Plan:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free bus transportation for employees and qualified dependents
Retirement:	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, March 17, 2024**. 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 via email at 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.