

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

March 1, 2024

TITLE: Administrative Analyst II (Bus Maintenance)
EMPLOYMENT TYPE: Non-Exempt (Full-Time)
DIVISION: Bus Maintenance
APPLICATION DEADLINE: Sunday, March 24, 2024
PAY RANGE: **\$39.09 - \$58.63 hourly (\$81,306 - \$121,960 estimated annual)**
WORK LOCATION: South San Francisco, CA

JOB SUMMARY: The Administrative Analyst II (Bus Maintenance) will report to the Director, Bus Maintenance, and is responsible for performing a wide variety of administrative support tasks/duties, including data and information gathering, coordinating/developing reports, and providing general clerical support.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Interact with internal and external departments, agencies, and organizations.
- Provide clerical support including but not limited to managing calendar, emails, and meetings for Director of Bus Maintenance.
- Collect and organize information and data in support of reports, trend analysis and other administrative needs.
- Coordinates with internal and external stakeholders to maintain department files, records, data, and reports.
- Creates and updates comprehensive spreadsheets and reports in support of Key Performance Indicator (KPI) and trend analysis.
- Assist with the development and updates of Standard Operations Procedures (SOP)
- Assists with tracking of Bus Maintenance personnel vacancies and works with the HR Department on active recruitments.

EXAMPLES OF DUTIES:

- Track and monitor cost centers to provide reports to Director, Bus Maintenance.
- Create and update spreadsheets and reports.
- Purchase and maintaining inventory of employee of the month awards for Bus Maintenance.
- Assists with purchasing card (P-card) management for the Bus Maintenance Department.
- Tracks all regulatory deadlines pertaining to Bus Maintenance Operations and maintains timeline and schedule for obtaining or submitting reports.
- Prepares and assists with management reports, including but not limited to, NTD reporting, CARB/BAR reports, summary reports, monthly roll-up reports, and others as required.
- 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.
- Performs other duties as assigned.

SUPERVISION: Works under the general supervision of the Director, Bus Maintenance, 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:

- Bachelor's degree in business administration, Business Management and/or related field.
- Two years of progressively responsible administrative, professional experience.

PREFERRED QUALIFICATIONS:

- Advanced proficiency in Microsoft Office Suites: Word, Excel and Outlook.
- Able to communicate effectively, orally and in writing.
- Experience working in the Public Sector.

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 21 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, March 24, 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 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.