



ALAMEDA COUNTY
TRANSPORTATION COMMISSION

Associate Administrative Assistant (Office Specialist/ Receptionist)

HR20-05

DEADLINE TO APPLY FOR HR20-05

This recruitment will remain open until filled.
Candidates are encouraged to apply early in
the process for optimal consideration.

A first review of resumes will take place on
June 26, 2020.



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THE OPPORTUNITY

Under general supervision, the position performs moderately complex office administrative support duties requiring knowledge of the Commission, its procedures, and operating details; performs skilled word processing, data entry, and typing; prepares correspondence using independent judgment in content and style; maintains and updates specialized databases; and performs reception duties and other related work as required.



THE AREA

Alameda County is the geographic center of the San Francisco Bay Area, located east of the San Francisco Bay, extending to Livermore in the East, from Albany in the North, and to Fremont in the South. Alameda County encompasses 813 square miles of land and has a population in excess of 1.6 million, making it the second most populated county in the Bay Area.

THE ORGANIZATION

The Alameda County Transportation Commission (Alameda CTC) is a joint powers authority that plans, funds and delivers transportation programs and projects that expand access and improve mobility in Alameda County. Alameda CTC was created by the merger of the Alameda County Congestion Management Agency (ACCOMA) and the Alameda County Transportation Improvement Authority (ACTIA) in order to allow for better coordination of transportation planning and programming within the County, as well as position Alameda County jurisdictions and transit agencies to better compete for limited state and federal transportation dollars.

THE IDEAL CANDIDATE WILL HAVE:

- Experience with modern office practices, methods, and computer equipment and applications, including reception equipment and word processing, database, and spreadsheet applications.
- General understanding of applicable codes, regulations, policies, technical processes, and procedures related to the Commission and assigned programs.
- Knowledge of principles and procedures of record keeping and reporting.
- Experience writing business letters and standard formatting of reports and correspondence.
- Proper English usage, grammar, spelling, vocabulary, and punctuation skills.
- Knowledge of techniques for providing a high level of customer service by effectively dealing with Commissioners, staff members, the public, vendors, and contractors.
- Ability to establish, maintain, and foster positive and effective working relationships.
- Capacity to effectively communicate in person and over the telephone, and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES

- Performs moderately complex administrative duties to support agency operations, including preparing records and reports, creating project files, maintaining databases, and filing.
- Performs general reception duties; receives and screens visitors and telephone calls; takes messages, directs callers and visitors to the proper office or person, and/or provides factual information regarding Commission programs, activities, and functions; receives, opens, time stamps, and sorts all incoming invoices, mail, faxes, and parcels; distributes mail, faxes, and parcels to appropriate persons; maintains and processes outgoing mail.
- Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, postage meters, facsimile machines, and multi-line telephones; may operate other department-specific equipment, as needed.
- Performs skilled word processing and data entry using independent judgment and discretion in composing, formatting, and editing correspondence, presentations, and reports.
- Processes and reviews invoices and supporting documentation, including ensuring compliance with contracts, entering data into a specialized database, and working with project managers and contractors to resolve invoice related matters.
- Checks and tabulates standard arithmetic data; may summarize such information and prepare periodic numerical reports.
- Research records and files within areas of responsibility to prepare and provide follow-up information to staff inquiries.
- Responds to the public and staff inquiries regarding agency policies, and procedures; resolves problems of moderate complexity within areas of responsibility.
- Composes, types, formats, proofreads, and distributes a variety of reports, letters, and memoranda, including agenda items, presentations, and other documents; types from rough drafts, recordings, and verbal instructions; checks drafts for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Organizes and maintains various administrative files and purges files in accordance with the records retention policy.
- Maintains calendars and makes meeting arrangements; schedules meetings between Commission staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- May serve as a backup to the Clerk of the Commission take and transcribe meeting minutes, and assist in scheduling and coordinating room set-up for meetings.
- Coordinates and performs professional-level administrative work in support of assigned office accounts, including assisting with informal solicitations, investigating and resolving problems related to services and costs, and ensuring work is completed on time and within budget.
- Coordinates and monitors routine maintenance and repairs of office equipment and systems; serves as point of contact for facility related issues; initiates work order requests and monitors completion.
- Performs other duties as assigned.

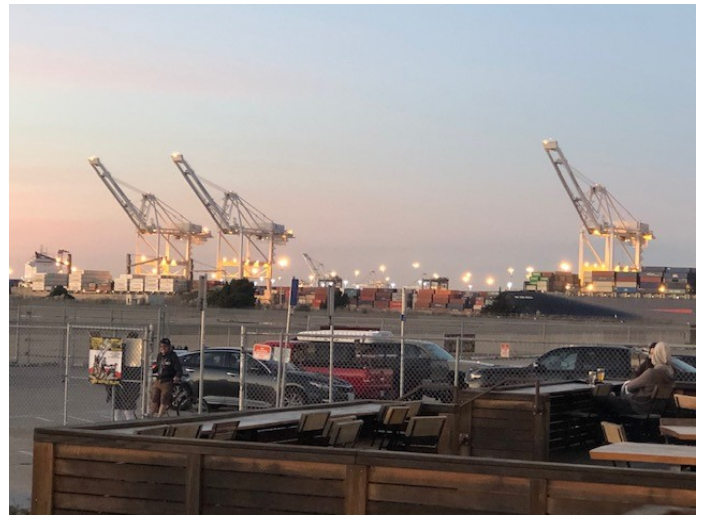
QUALIFICATIONS

- Equivalent to completion of the twelfth (12th) grade.
- Five (5) years of general office clerical experience involving interaction with the public.

COMPENSATION AND BENEFITS

The annual salary range is \$63,565 to \$82,635, depending on qualifications and experience. The Alameda County Transportation Commission offers a generous benefits package:

- Cafeteria Plan which employees can use to choose the following:
 - Health, Dental, and Vision Insurance; and
 - Life, AD&D, and Long-term and Short-Term Disability Insurance.
- Retirement Program in the California Public Employee Retirement System (CalPERS):
 - Classic Member (current member of CalPERS) - 2.5% at age 55 (employee contributes 3%)
 - New Member (under new PEPRA laws) – 2% at age 62 (employee contributes 6.75%, subject to change by CalPERS at the beginning of each fiscal year)
- Vacation Leave: Starts at 10 days per year and increases based on years of service.
- Sick Leave: Accrued at 1 day per month.
- Holidays: 11 paid holidays, plus 2 floating holidays, per year.
- Other benefits include transit subsidy, flexible spending accounts, tuition assistance, etc.



IMPORTANT APPLICATION INFORMATION

To apply for this opportunity, please visit the Alameda CTC website at <https://www.alamedactc.org/get-involved/careers-jobs/> to download an application. Please submit a cover letter, resume, and application by email to recruitment@alamedactc.org. Alternatively, you can mail the completed application materials to:

Attn: Recruitment
Alameda CTC
1111 Broadway, Suite 800
Oakland, CA 94607

Incomplete applications will not be considered.

This recruitment will remain open until filled; however, candidates are encouraged to apply early in the process. A first review of resumes will take place on June 26, 2020.

Alameda County Transportation Commission is an equal opportunity employer encouraging workforce diversity.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.



