



ALAMEDA COUNTY
TRANSPORTATION COMMISSION

Assistant Administrative Analyst

HR23-03

DEADLINE TO APPLY

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

The first review of resumes will take place on **June 4, 2023.**



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THE OPPORTUNITY

Under general supervision of the Manager of Administration, the Assistant Administrative Analyst will:

- Plan, organize, assist and/or participate in complex, sensitive, and detailed analytical work;
- Provide highly responsible and complex administrative support to the Board of Commissioners and Community Advisory Committee members;
- Perform skilled word processing and data entry;
- Prepare correspondence using independent judgment in content and style;
- Maintain and update specialized databases;
- Perform tasks related to facilities management;
- Analyze practices and procedures and make recommendation for operational, policy and procedural improvements; and
- Perform 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 and from Albany in the North 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

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 (ACCMA) 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.

Together, We Deliver Excellence. Alameda CTC is invested in making a positive impact. Our staff values a nurturing environment with visionary thinking to deliver our mission. We embrace the diversity of our vibrant teams and actively collaborate toward our common goals. Staff at Alameda CTC advance inclusivity and trust through open, honest, and respectful communication. Our culture is built together, day by day, in every action we take.

We Are, Who We Serve. Alameda CTC is committed to serving the people of Alameda County. We aspire to be people-centric by celebrating those who bring their authentic selves to work and we support the needs of our very diverse communities. We strive to cultivate opportunities that address historical inequities by inviting and engaging multiple perspectives. We set the standard for diversity, equity, and inclusion and our leadership cultivates a workplace that empowers staff to reach their potential.



THE IDEAL CANDIDATE WILL HAVE:

- A solid foundation and experience with office administrative and clerical practices and procedures in a professional environment.
- An understanding of principles and practices of public administration.
- The skills to provide a high level of customer service by dealing effectively with the Commission and individual Commission members, Community Advisory Committee members, the public, vendors, consultants, other agencies, and Alameda CTC staff.
- Experience with modern computer equipment and software applications including word processing, databases, and spreadsheet programs.
- The ability to perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- The aptitude to analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- The ability to effectively communicate in person, over the telephone, and in writing.
- The ability to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EXAMPLE OF ESSENTIAL RESPONSIBILITIES:

- Coordinate and perform professional-level, administrative work to oversee 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.
- Assist the Commission Clerk with developing, planning, coordinating, and implementing the records management and retention program ensuring compliance with the needs of the agency and Federal, State, and local laws, rules, and regulations.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondences, policies, procedures, and other written materials.
- Coordinate and monitor routine maintenance and repairs of office equipment and systems; serve as point of contact for facility related issues; initiate work order requests and monitor for completion.
- Assist in the acquisition, tracking, maintenance, and disposal of agency's fixed and capital assets and provide biennial administrative review of procedures related to asset management.
- Assist with a variety of professional-level research, and complete administrative, operational, financial, and analytical duties in support of the agency's administrative functions and overall operations.
- Assist with the preparation of reports; including the preparation of conclusions, recommendations, and forecasts for management, the Commission, and external entities.
- Process and review 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.
- Participate in the review and monitoring of assigned budget(s); including assisting with development of administrative budgets and collecting and reviewing financial data,

analyzing variances and recommending corrective measures.

- Assist with the development, organization and maintenance of assigned records and databases; ensure data integrity; research and recommend procedures related to systems and database maintenance; and periodically review and purge files.



COMPENSATION AND BENEFITS

The annual salary range* for this position is \$82,165 to \$106,814 depending on qualifications and experience.

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 (member of CalPERS prior to January 1, 2013) – 2.5% at age 55 (employee contributes 3%)
 - New Member (under new PEPRAs laws) – 2% at age 62 (employee contributes 6.75%, this amount is subject to change at the beginning of each fiscal year per CalPERS calculations)
- 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 3 floating holidays, per year.
- Other benefits include transit subsidy, flexible spending accounts, 457 retirement plan, flexible hybrid work schedule, and employee discounts.



QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university with major coursework in business, public administration, finance, or a related field
- One (1) year of professional-level full-time experience performing administrative, operational, management, or financial analysis is required.



* Please view the following link for the annual salary range effective July 1, 2023: https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/1667392/9.2_COMM_Staff_and_Retiree_Benefits_2023_20221201.pdf

TO APPLY

To apply for this opportunity, please visit the Alameda CTC website and download an application at:

<https://www.alamedactc.org/get-involved/careers-jobs/>

Complete application packets must include a cover letter, resume, and application by email to: recruitment@alamedactc.org.

As an alternative, you can mail the completed application materials:

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

Incomplete applications will not be considered.

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Alameda CTC is an equal opportunity employer encouraging workforce diversity and is committed to ensuring that no person is excluded from participation in, denied the benefits of, or discriminated against under its hiring or other activities on the basis of race, color, creed, sex, gender, religion, marital status, registered domestic partnership status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation, gender identity/gender expression, or medical condition including genetic characteristics. Title VI of the Civil Rights Act of 1964 provides protections against discrimination based on race, color and national origin; and 49 United States Code Section 5332 provides additional protections against discrimination based on religion, national origin, sex, disability, or age.

Employment at Alameda CTC is at-will.

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



