



ALAMEDA COUNTY TRANSPORTATION COMMISSION

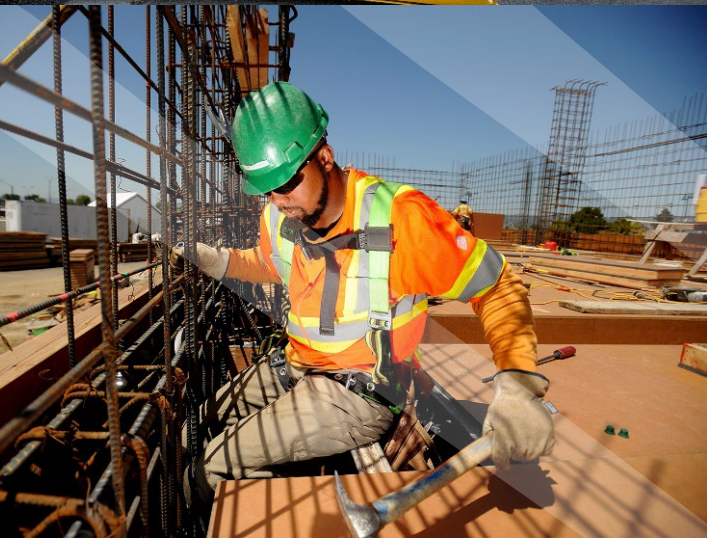
ASSOCIATE ADMINISTRATIVE ANALYST (ASSISTANT CLERK)

HR26-08



DEADLINE TO APPLY

This recruitment will remain open until filled.



THE OPPORTUNITY

Under the direction of the Director of Contract Services and Operations or designee, the Associate Administrative Analyst (Assistant Clerk) will:

- Assist with activities, services, and operations of the Commission Clerk, including preparation of meeting agendas and minutes, ordinances, and resolutions, and maintenance of official documents and records for the Commission, Commission-related committees, and the Community Advisory Committees;
- Assists with highly responsible and complex administrative support to Commissioners and Community Advisory Committee members;
- Coordinates assigned activities with other Commission departments;
- Prepare correspondence using independent judgment in content and style;
- Maintain and update specialized databases; and
- Perform related work as required.



THE ORGANIZATION

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 and the Alameda County Transportation Improvement Authority 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.

Equity. Alameda CTC recognizes inequities in marginalized communities and is committed to advancing racial, socio-economic, and environmental justice to maintain the diversity of our communities. Alameda CTC adopts and implements deliberate policies, systems, and actions to deliver transportation funding, projects and programs that result in more equitable opportunities and positive outcomes for marginalized communities.

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 821 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 IDEAL CANDIDATE WILL

- Provide a high level of customer service by dealing effectively with the Commission and individual Commission members, Community Advisory Committee members, public, vendors, consultants, other agencies, and Alameda CTC staff.
- Understand and have experience with records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Have knowledge of Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to Alameda CTC and their assigned area of responsibility, including Public Records Act, Freedom of Information Act, and Brown Act, and other rules, regulations and procedures and be adept at implementing these laws, rules, regulations and procedures.
- Have experience with modern office administrative and secretarial practices and procedures, including the use of standard office software and equipment.
- Effectively represent Alameda CTC in meetings with governmental agencies, community groups, and various businesses, professional and regulatory organizations, and in meetings with other individuals.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Communicate effectively in person and over the telephone and prepare clear and concise written reports, correspondence, policies, procedures, and other materials.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.

EXAMPLE OF ESSENTIAL RESPONSIBILITIES

- Organize, implement, and assist with Commission Clerk functions and activities.
- Assist the Commission Clerk with developing, planning, coordinating, and implementing records management program suited to the needs of the Commission and in compliance with Federal, State, and local laws, rules, and regulations.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Maintain confidentiality and be discreet in the handling and processing of confidential information and data.
- Assist with a variety of professional-level research, and complete administrative, operational, financial, and analytical duties in support of the agency's administrative function and overall operations.
- Assist with the preparation of reports; including preparation of conclusions, recommendations, and forecasts for management, the Commission, and external entities.
- 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.

QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, finance, or a related field.
- Minimum of three (3) years of increasingly responsible experience in public administration or related field.

COMPENSATION AND BENEFITS

The annual salary range is \$106,206 to \$138,068 depending on qualifications and experience.

Alameda County Transportation Commission offers a generous benefits package including:

- 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 PEPRA laws) – 2% at age 62 (employee contributes 7.75%, 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 one (1) day per month.
- Holidays: 11 paid holidays, plus three (3) floating holidays, per year.
- Other benefits include transit subsidy, flexible spending accounts, 457 retirement plan, tuition assistance, etc.

TO APPLY

To apply for this opportunity, please visit the Alameda CTC website and download an application at: www.alamedactc.org/get-involved/careers-jobs/

Complete application packets must include a cover letter, resume, and application.

Application packets may be sent by email to: recruitment@alamedactc.org. Alternatively, you can mail a completed application packet to:

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

Incomplete applications will not be considered.



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 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.

