



ALAMEDA COUNTY TRANSPORTATION COMMISSION

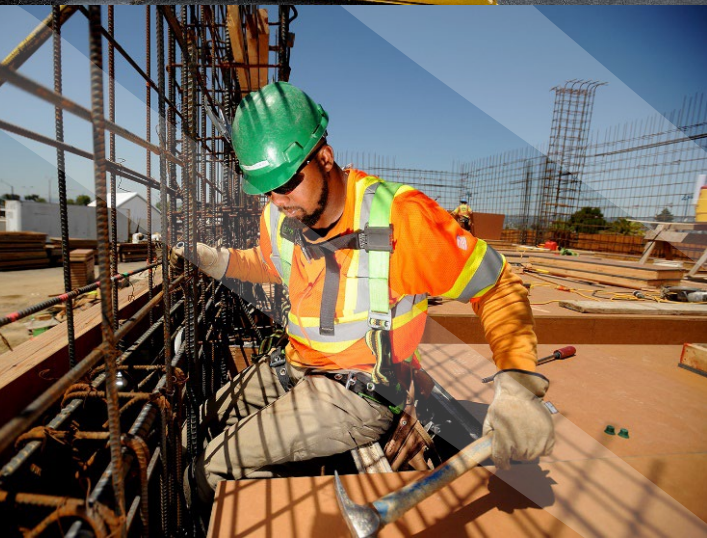
ASSOCIATE ADMINISTRATIVE ANALYST (OFFICE OPERATIONS)

HR26-09



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 will:

- Plan, organize, assist and/or participate in complex, sensitive, and detailed analytical work;
- Perform tasks related to facilities management, including office maintenance, operations, acquisitions, equipment needs and tracking, and management of office vendor accounts;
- Perform skilled word processing and data entry;
- Prepare correspondence using independent judgment in content and style;
- Maintain and update specialized databases;
- Analyze practices and procedures and make recommendations for operational, policy and procedural improvements; 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

- Have a solid foundation and experience with office administrative and clerical practices and procedures in a professional environment.
- Understand principles and practices of public administration.
- Have 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.
- 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.
- Have experience with modern office administrative and secretarial practices and procedures, including the use of standard office software and equipment.
- 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.
- Be able to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Use tact, initiative, prudence, and independent judgment in sensitive situations.

EXAMPLE OF ESSENTIAL RESPONSIBILITIES

- Coordinate and perform professional-level, administrative work to oversee assigned office accounts; including assisting with informal solicitations, investigating and resolving issues, and ensuring work is completed on time and within budget.
- Assist the Commission Clerk with developing, planning, coordinating, and implementing records management program suited to the needs of the Agency and in compliance with Federal, State, and local laws, rules, and regulations.
- 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 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 recommendations, conclusions, and forecasts for management, the Commission, and external entities.
- Process and review invoices and supporting documentation, ensuring compliance with contracts, entering data into a specialized database, and working with project managers and contractors to resolve invoice related matters.
- 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 three (3) years of increasingly responsible experience in office administration or a 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.

