



SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

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SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

ADMINISTRATIVE ASSISTANT II or III JOB ANNOUNCEMENT

GENERAL DEFINITION

Under supervision of the Administrative Services Officer, the Administrative Assistant is responsible for providing office support to the Santa Cruz County Regional Transportation Commission (RTC) planners, Engineers, managers and the Executive Director; the administrative assistant performs independent, responsible, confidential, and complex administrative, technical and clerical work, independent information gathering, information preparation, and other related work as required. Working relationships with others are frequent and extend beyond the RTC office to other agencies, interest groups, and the general public. Work is performed in an office setting.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Include but are not limited to the following):

ADMINISTRATIVE ASSISTANT II

This is the journey-level class within the Administrative Assistant series. Under general supervision, incumbents provide a variety of routine to complex administrative support tasks and duties for the agency, Executive Director and other staff. Incumbents are expected to be thoroughly proficient in and independently perform the full scope of administrative support functions, and have the ability to apply administrative practices and procedures to the work assigned.

- May serve as the Secretary to a committee; prepare, post and distribute agenda materials including agenda reports, resolutions, ordinances and other packet materials for meetings; create, update and maintain mailing list databases; may attend committee meetings, and record and prepare minutes for distribution; compile and arrange materials for mass mailing;
- Compose routine memoranda, letters, contracts and other documents from handwritten notes, rough draft copy or verbal instructions; determine proper spelling and grammar; develop proper formats for forms, charts and reports; edit and review documents for grammatical and punctuation errors, route for approval; print and distribute final documents.

- Assist the public by researching non-routine questions and providing information personally or directing information requests according to established procedures; learn policies, procedures and work methods associated with assigned duties
- Create, update and maintain mailing list databases; compile and arrange materials for mass mailing; operate various office equipment including copy machine, fax machine, and other office machines and equipment; perform routine preventive maintenance and troubleshooting of office equipment.
- Receive and greet visitors; respond to questions and concerns from the general public; take appropriate actions in matters that may require the use of sound, independent judgment; answer telephone calls and emails and direct them to the appropriate RTC staff; represent RTC to all callers and visitors in a professional and customer friendly manner; sort and distribute mail received by departmental staff. Stay current on related issues for the agency.
- Establish positive working relationships with those contacted during the course of work.
- Perform related duties as required.

ADMINISTRATIVE ASSISTANT III

This is the advanced journey level classification within the Administrative Assistant series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of the more complex office and administrative support duties, including organization of work load; contract tracking and management, scheduling appointments; public relations; conducting research and preparation of reports, agenda materials and resolutions; and may serve as a secretary to a commission or committee.

- Assist the Administrative Services Officer in receiving and reviewing request for procurement in relation to agency needs.
- Assists in inviting and accepting bids, quotes and proposals, analyzes them for conformance specifications and makes recommendation for awards to Engineer and Planners.
- Assists in administering contracts by ensuring compliance with contractual obligations and financial constraints.
- Maintains complete, and up to date, electronic or hardcopy procurement and project expenditure records.
- Organizes and maintains contract files, in accordance with the records retention policy.
- Prepares contracts for signing
- Analyze current procurement activities and recommend improvement through more efficient methods.
- Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested; prepares and maintains a

- variety of databases and reports
- Represents SCCRTC in a professional and customer friendly manner.
- Type and compose routine memoranda, letters, contracts and other documents from handwritten notes, rough draft copy or verbal instructions; determine proper spelling and grammar; develop and employ proper formats for forms, charts and reports; edit and review documents for grammatical and punctuation errors; route for approval, print and distribute final documents. Prepare brochures and related graphic arts for various outreach events. Prepare and handle confidential, personal and sensitive material.
- Assist the ASO in responding to Public Records Request
- Receive and greet visitors; respond to questions and concerns from the general public; take appropriate actions in matters that may require the use of sound, independent judgment; answer telephone calls and emails and direct them to the appropriate RTC staff; represent RTC to all callers and visitors in a professional and customer friendly manner; sort and distribute mail received by departmental staff. Stay current on related issues for the agency.
- Assist the public by researching non-routine questions and providing information personally or directing information requests according to established procedures; learn policies, procedures and work methods associated with assigned duties.
- Assist with, administer or coordinate special projects; foster cooperative working relationships with civic groups, other government agencies and agency staff.
- Develop, coordinate and maintain effective work-flow processes, filing and record-keeping systems for the agency; purchase and maintain inventory of equipment and supplies.
- Acts as a liaison with outside agencies, including high-level staff such as County Supervisors, City Managers and Caltrans staff.
- Establish positive working relationships with those contacted during the course of work.
- Perform related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of generally accepted purchasing principles, established procedures, agency polices and regulatory requirements
- Laws and regulations governing public purchasing transactions Request for Proposal, invitation to bid and request for quotation preparation, solicitation and evaluation
- Organization and function of public agencies, including the role of appointed boards and commissions.
- Complex program policies and procedures of an assigned section
- Advanced knowledge of Constant Contact and Outlook email service
- Web posting (a plus)
- Board meeting minutes
- Methods and techniques for record keeping and report preparation and writing
- Requires strong organizational skills to balance demands of a multi-tasking position
- Work is generally independent within established procedures associated with the

specific job function

Ability to:

- Operate standard office equipment.
- Evaluate bids, quotes and proposals impartially
- Establish and maintain effective working relationships with staff and vendors/contactors
- Analyze technical purchasing problem areas and select logical solutions
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Research and prepare highly complex specification, solicitation and contract documents
- Provide support for financial and procurement functions
- Coordinate efforts with consultants/vendors and internal stakeholders to resolve contract and invoicing issues.
- Manage and track multiple projects and prioritize assignments
- Understand, follow and direct written and oral instructions
- Assist in the development and implementation of policies and procedures for the best utilization of public funds
- Understand the organization and operation of SCCRTC and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies and procedures.
- Interpret, apply, and explain policies and procedures.
- Make accurate mathematical, financial, and statistical computations.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Intermediate to advance level experience with a variety of word processing and software applications including Microsoft Word, Excel, Power Point, Access and email and calendaring systems; and
- Take and transcribe notes with accuracy and speed
- Read, understand and review documents for accuracy and relevant information;
- Use applicable office terminology, forms, documents and procedures in the course of work;
- Read, interpret and record data accurately;
- Organize, prioritize and follow-up on work assignments;
- Perform mathematical calculations quickly and accurately;
- Learn more complex principles, practices, techniques and regulations pertaining to assigned duties.
- Compose correspondence or documents; meet critical deadlines;
- Work independently;
- Keep accurate records;
- Make sound decisions within established guidelines;
- Follow written and oral directions;
- Implement, explain and apply applicable laws, codes and regulations;
- Use initiative and sound judgment within established procedural guidelines;

- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships.
- Lift up to 30 lbs

EDUCATION AND/EXPERIENCE:

An appropriate combination of education and experience that has provided the required knowledge, skills and abilities is qualifying. A typical way of obtaining the required qualifications is:

High School Diploma or equivalent and three years of responsible high level administrative assistant or contract coordinator, which demonstrates application of possession of the required knowledge and abilities.

License: California Class C driver’s license and a safe driving record

Desirable qualification

- Knowledge of local government operations, policies, procedures and rules and regulations
- Knowledge of the Brown Act, state laws and other legal requirements applicable to the functions and operation of a government agency in California
- Financial record keeping procedures and techniques

WORK ENVIRONMENT:

Typical office environment with standard equipment and tasks. Position requires work at a computer/video display terminal and desk for extended periods of time. Able to lift and carry materials up to 30 pounds. Duties may require sitting, kneeling, crouching, standing, walking, twisting, lifting, reaching or bending for prolonged period of time. May require travel to various locations for agency meetings and events.

SALARY:

<u>ADMINISTRATIVE ASSISTANT II:</u>	\$4,979-\$6,302
<u>ADMINISTRATIVE ASSISTANT III:</u>	\$5,461-\$6,909

We offer a competitive benefit packet.

APPLICATION PROCESS:

To be considered for this position, please submit a resume, cover letter, completed supplemental questions and a completed employment application.

Application and job description are available at:

<http://sccrtc.org/about/opportunities/employment/> . **APPLICATION AND ALL OTHER MATERIAL MUST BE RECEIVED BY 5:00 P.M. ON WEDNESDAY AUGUST 18, 2021 TO BE GUARANTEED A REVIEW**. Please email completed material to: yparra@sccrtc.org

All resumes and correspondence will be held in confidence. Materials submitted become the property of RTC and will not be returned. Relocation will not be provided.

For assistance or if you require special accommodations, please call **(831) 460-3200**. RTC Office hours are 8:00 a.m. - 5:00 p.m., Monday - Friday.

SUPPLEMENTAL QUESTIONS

1. How many years of clerical/administrative assistant experience do you have? Describe some of the duties you have performed.
2. How many years of experience do you have with Microsoft Word, Excel and Outlook or other word processing, spreadsheet software and email services? Describe some of the documents you have prepared and email newsletters you have worked on.
3. Describe the types of meeting minutes you have had to take and prepare and how they were prepared, including the tools used.
4. Have you worked for a government agency in the past? How long? What was your position? Describe some of the duties you have performed.
5. Describe your procurement experience? Have you managed any contracts?