



CONTRA COSTA
transportation
authority



INVITING APPLICANTS FOR THE POSITION OF

Administrative Assistant

The Authority

Located in Walnut Creek, California, the Contra Costa Transportation Authority (CCTA), plans and delivers critical transportation infrastructure projects and innovative mobility programs that connect communities, foster a strong economy, increase sustainability, and safely and efficiently get people where they need to go. Working with experts and industry partners, CCTA is reimagining transportation in Contra Costa County to deliver the best, most state-of-the-art mobility options that will save time, money, and hassle for residents and visitors alike.

With a staff of approximately 20 people managing a multi-billion-dollar suite of projects and programs, CCTA serves Contra Costa County and its 19 cities and towns in San Francisco's East Bay Area.

The County covers approximately 733 square miles and has 1.1 million people.



The Opportunity

The Administrative Assistant serves as a key point of contact with key CCTA leadership, Authority consultants, city/town and county staff, and the community. Reporting to the Director, Administrative Services, the Administrative Assistant works independently to provide administrative, operational, and programmatic support. The position supports CCTA's Executive Director, the departments of Administrative Services including Facilities and Human Resources, Finance, Programs, and External Affairs, works collaboratively with the administrative team to provide support where needed, and clerks three Authority committees that include members of the community served by CCTA. Work assignments include moderate and complex administrative tasks requiring the ability to analyze data, research and write reports, and help the team make informed decisions. Other duties include:

- Meeting management, including agenda preparation, taking minutes and preparing a Summary of Actions, follow-up on action items, working with an agenda management system, and following Brown Act requirements.
- Coordinating and processing administrative invoices; preparing and reviewing reimbursement reports.
- Assisting with Facilities Maintenance, mail operations, supply ordering, and updates to the CCTA website.
- Providing support for vendor bidding processes.
- Providing support for the External Affairs department by assisting with outreach, public engagement, and government affairs efforts by staffing events, coordinating meetings, developing materials, and writing reports.
- Providing programmatic support including preparing presentations, writing staff reports, and creating content for our website, social media, email blasts, and responses to the public.
- Assisting with human resources administrative functions including onboarding materials, and coordination of recruitments.
- Providing support with the Executive Director's calendar.

The Administrative Assistant will need to work evenings/weekends as-needed to support public meetings and community events.

Required Skills

The CCTA is a fast-paced organization and requires an experienced administrative professional to produce high-quality work products. This position calls for a skilled individual with a demonstrated ability to exercise sound judgment, work independently, prioritize tasks, and support multiple work assignments from various Authority staff members. The position will require interaction with elected officials, community groups, other government agencies, and the public. Strong organizational, time-management, writing, and interpersonal skills are required.

The Administrative Assistant will have to work quickly, efficiently, and calmly under pressure while delivering a quality work product. In-depth knowledge, experience and capability using Microsoft Office applications including Outlook, Word, Excel, and PowerPoint are required. The Administrative Assistant must have the ability to work with large, complex documents in Microsoft Word, including using styles, footnotes, and track changes. Effective and professional oral and written communication skills are essential. Familiarity with local government planning and forecasting, financial management systems, human resource practices, an automated agenda workflow system, an electronic document management system and other systems common in a contemporary office environment is highly desirable.



Ideal Characteristics

- Be ethical, self-motivated, creative, adaptable, organized, and comfortable working in a dynamic and team-oriented organization, including a hybrid work environment.
- Exercise sound judgment, tact, diplomatic demeanor, and professionalism when providing exemplary customer service to members of the public, elected officials, consultants, and colleagues.
- Represent the Authority as a professional, poised, and competent staff member at meetings, group settings, community events, and public forums.
- Work well with other staff and maintain effective working relationships and communications.
- Have a strong work ethic, willingness to go above and beyond, and take pride in delivering a quality work product.



Education and Experience

Education

An undergraduate degree from an accredited college is desirable and a high school diploma or GED is required.

Experience

Three years of professional office administrative support service required. Experience working in public agencies/ local governments is highly desirable and experience working with elected officials or committee members is preferred.

Compensation and Benefits

The starting salary will be commensurate with the experience, qualifications, and skills of the successful candidate and within the range of \$69,998.88 to \$98,219.28 annually. This position is non-exempt.

CCTA offers very competitive benefits including:

- CalPERS retirement benefits
 - *Classic members: 2% @55*
 - *New members: 2% @62*
- CalPERS medical insurance for employees and dependents with an employer contribution rate of 95% of Kaiser Region 1 basic rates
- CalPERS retiree health, dental, and vision benefits subject to the CalPERS Health Vesting Requirements
- Dental and vision insurance for employee and dependents, paid 100% by the employer
- Flexible Spending Account (after 6 months)
- Employee Assistance Program
- Group life and accidental death insurance
- Short- and long-term disability insurance
- Unemployment insurance
- Twelve annual paid holidays
- Three floating holidays
- Vacation accrued as follows:
 - *Less than three years: 80 hours per year*
 - *More than three but less than five years: 120 hours per year*
 - *More than five years: 160 hours per year*
- Accrued sick pay of ten hours per calendar month
- Bereavement leave
- Deferred compensation plan with employer contributions based on years of service
- Commute alternative incentives
- Telecommunications stipend
- Relocation expenses available
- On-site gym in the building

Management
Partners



We Welcome Your Interest

Please submit a resume and cover letter explaining your interest in the position by **Friday, August 5, 2022.**

APPLY NOW

Please contact Nancy Hetrick with Management Partners at (408) 437-5400 or nhetrick@managementpartners.com with any questions.

The Contra Costa Transportation Authority is an Equal Opportunity Employer.