



Job Announcement: Two Administrative Assistant I Vacancies

Published: October 11, 2016

The Sonoma County Transportation Authority and Regional Climate Protection Authority seek qualified applicants for **two full time** Administrative Assistant I vacancies. Both positions fall under the same classification, but have different specialized duties as follows:

- **Administrative Assistant I: Clerk of the Board** – The Clerk of the Board is responsible for Board and committee agendas and minutes, office reception and operations, and additional clerical duties as requested by management staff. This position requires excellent communication skills, working knowledge of public agency operations, and a desire to provide excellent service to office staff, elected officials, and members of the public. The full job description is attached.
- **Administrative Assistant I: Contract Management and Bookkeeping** – the Contract Management and Bookkeeping Assistant is responsible for supporting management and accounting staff at the SCTA/RCPA with a segment of work within the larger contractual and accounting functions of the agencies. This position requires strong organizational skills and comfort with methods, practices, and terminology used in financial and statistical clerical work. The full job description is attached.

In addition to the specific skills and abilities listed in the job descriptions, the ideal candidates will have strong interpersonal skills and attention to detail, experience in customer service, accurate data entry, effective organizational skills, and the ability to track and coordinate works in progress.

The Administrative Assistant I positions are selected by and report to the Executive Director or Department Director. Combined the SCTA/RCPA have a staff of eleven and manage an annual budget ranging from \$30-\$100 million including both projects, grant funding, programs and operations.

Application Procedure

Interested parties may apply by submitting a cover letter, resume, complete employment application form (Attachment I), and supplemental questionnaire (Attachment II) to:

Marge Fernandez
490 Mendocino Ave, Ste 206
Santa Rosa, CA 95401

Or

margaret.fernandez@scta.ca.gov

Applications received by October 20th will be considered for first round interviews the week of October 24th.

Attachment I – Employment Application Form

| APPLICANT INFORMATION | | | | | | | | | | | | |
|---|--|----|------------------------------|-------------------|------------------------------|-----------------------------|--|------|--|------------------------------|--|-----------------------------|
| Last Name | | | First | | | M.I. | | Date | | | | |
| Street Address | | | | | | Apartment/Unit # | | | | | | |
| City | | | | State | | ZIP | | | | | | |
| Phone | | | | E-mail Address | | | | | | | | |
| Date Available | | | Social Security No. | | | Desired Salary | | | | | | |
| Position Applied for (COB/CMB/either) | | | | | | | | | | | | |
| Are you a citizen of the United States? | | | YES <input type="checkbox"/> | | NO <input type="checkbox"/> | | If no, are you authorized to work in the U.S.? | | | YES <input type="checkbox"/> | | NO <input type="checkbox"/> |
| Have you ever worked for this company? | | | YES <input type="checkbox"/> | | NO <input type="checkbox"/> | | If so, when? | | | | | |
| Have you ever been convicted of a felony? | | | YES <input type="checkbox"/> | | NO <input type="checkbox"/> | | If yes, explain | | | | | |
| | | | | | | | | | | | | |
| EDUCATION | | | | | | | | | | | | |
| High School | | | Address | | | | | | | | | |
| From | | To | | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | | | | |
| College | | | | | | | | | | | | |
| Address | | | | | | | | | | | | |
| From | | To | | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | | | | |
| Other | | | | | | | | | | | | |
| Address | | | | | | | | | | | | |
| From | | To | | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | | | | |
| | | | | | | | | | | | | |
| REFERENCES | | | | | | | | | | | | |
| <i>Please list three professional references.</i> | | | | | | | | | | | | |
| Full Name | | | | Relationship | | | | | | | | |
| Company | | | | Phone | | | | | | | | |
| Address | | | | | | | | | | | | |
| Full Name | | | | Relationship | | | | | | | | |
| Company | | | | Phone | | | | | | | | |
| Address | | | | | | | | | | | | |
| Full Name | | | | Relationship | | | | | | | | |
| Company | | | | Phone | | | | | | | | |
| Address | | | | | | | | | | | | |

| PREVIOUS EMPLOYMENT | | | |
|--|-----------------|------------------------------|-----------------------------|
| Company | | Phone | |
| Address | | Supervisor | |
| Job Title | Starting Salary | \$ | Ending Salary \$ |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Company | | Phone | |
| Address | | Supervisor | |
| Job Title | Starting Salary | \$ | Ending Salary \$ |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Company | | Phone | |
| Address | | Supervisor | |
| Job Title | Starting Salary | \$ | Ending Salary \$ |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

| MILITARY SERVICE | |
|----------------------------------|-------------------|
| Branch | From To |
| Rank at Discharge | Type of Discharge |
| If other than honorable, explain | |

| DISCLAIMER AND SIGNATURE | |
|---|------|
| I certify that my answers are true and complete to the best of my knowledge. | |
| If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. | |
| Signature | Date |

Attachment II – Supplemental Questionnaire

Please address the following questions in no more than 5 pages, 12 point times new roman font. Brevity is encouraged. If you are interested in either position, please answer all questions. If you are interested in only one of the two, please address only questions relevant to the position of interest.

All candidates:

1. Describe the specific roles and responsibilities you have had in previous office jobs. Highlight any tasks you were responsible for performing that are specific to the SCTA/RCPA positions that interest you.
2. Your team will consist of engineers and planners who are not your direct supervisors. How will you prioritize your workload when you receive competing requests from various team members?
3. Describe your experience working with Microsoft Excel, Word, Outlook, Access, WordPress, DropBox, Google Drive and other software. Please tell us about your favorite software tools and why you prefer them.
4. Please describe what motivates you to work in local government.
5. Please describe one of your personality traits that has negatively impacted your work with others in the past and what strategies you employ to manage that trait when working with a team.

For Clerk of the Board candidates:

6. What is your experience scheduling, organizing and supporting meeting of large groups? Provide examples of types of meeting you've participated in, arranged, taken minutes for, etc.
7. What is your experience with office operations, including reception, communications, facilities management, organization, and general administrative support functions?
8. Are you familiar with public agency requirements and procedures, such as those for meeting announcements and minutes, document accessibility, and freedom of information act requests?

For Contract Management and Budget Assistant candidates:

9. What is your experience with the review, processing, and maintenance of fiscal transactions or accounts?
10. What is your experience with budget management and controls?
11. Please describe how you manage workflows that involve multiple people within and outside of your organization.

Administrative Assistant I: **Clerk of the Board**

Hourly rate: \$17.50-\$21.00 plus benefits

General Overview of SCTA/RCPA

The Administrative Assistant I is selected by and reports to the Executive Director or Department Director. Combined the SCTA/RCPA have a staff of eleven and manage an annual budget ranging from \$30-\$100 million including both projects, grant funding, programs and operations.

The Sonoma County Transportation Authority (SCTA) was established in 1990 and is charged with coordinating transportation plans, programs and projects among the cities and County of Sonoma. The SCTA develops long range transportation plans covering all modes and works cooperatively with local, regional and State agencies to deliver capital projects as well as allocate various federal, state and regional funding programs. The SCTA is also responsible for the administration of a voter approved ¼ cent sales tax dedicated to transportation.

The Regional Climate Protection Authority (RCPA) was established in 2008 and is charged with leading and coordinating countywide efforts to implement and advocate a broad range of programs and projects to reduce GHG emissions. The RCPA serves as a central location for information sharing related to GHG reducing policies, projects and programs; helps to coordinate advocacy efforts to secure funding from all levels of government; and assists local partners in their efforts to identify, prioritize and implement GHG reducing measures.

Definition

Under general supervision, performs paraprofessional work in one or more functional administrative programs; responsible for the technical administrative work; performs research on a wide variety of special and ongoing projects; and performs related duties as required.

Distinguishing Characteristics

This is the paraprofessional class performing technical administrative, office management in support of entire staff. Initially, work is closely supervised and assignments are closely reviewed, but as experience, knowledge, and skills are gained, supervision becomes more general. This class is distinguished from Administrative Trainee and higher level management classes in that incumbents in the latter classes perform assignments requiring greater analytical skills and work with greater independence.

Typical Duties/Responsibilities

- Assemble and distribute agenda packets; prepare materials for the SCTA/RCPA Board and committee meetings.
- Take minutes of meetings for inclusion in public documents. Some meetings may take place after 5 p.m.
- Type and proofread a variety of documents including reports, correspondence, and forms from oral direction, rough draft, copy, notes, or transcribing machine recordings.
- Schedule appointments and various meetings, including identifying and reserving the appropriate meeting venue.
- Maintain inventory of office supplies, including special items as requested by staff.
- Maintain a neat reception area and kitchen; this may include contacting the janitorial service as needed (e.g., carpet cleaning) or recycling of items (e.g., empty toner cartridges for printer). Maintain orderly storage areas (including closets and shelving) to comply with fire/safety regulations.
- Prepare routine correspondence.
- Act as receptionist on the telephone or in person, directing inquiries and providing information on department policies and procedures, being responsive to the needs of a diverse public.
- Provide website support and ensure ADA compliance of Internet postings, including various meeting agendas, web page changes, and announcements.
- Act as liaison with ISD for County network and computer technology issues.
- Disseminate and obtain information by phone, mail or in person; coordinate with other departments and agencies.
- Maintain a log of incoming mail and distribute mail.
- Serve as the primary point of contact for issues related to facilities management, such as office security and maintenance issues. Maintain a log of such activities.
- May be assigned additional administrative and clerical responsibilities as needed.

Knowledge, Skills and Abilities

- Understanding of functions and processes of a government agency.
- Ability to communicate effectively, verbally and in writing, with staff, outside agencies, and with a diverse public.
- Development of meeting minutes.
- Preparation and distribution of meeting materials.
- Time management skills.

- Computer knowledge (i.e., Microsoft Office; including Word, Access, Excel; email; internet; Adobe Acrobat; WordPress and website skills).
- Modern office practices, methods, procedures, and automated systems.
- Courteous and professional office demeanor.
- Supportive of fellow staff and performance of office functions.
- Ability to follow written and oral directions and instructions.

Minimum Qualifications

Education: Any combination of course work and training which would provide an opportunity to acquire the knowledge and abilities listed.

Experience: Work experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, one year of full-time professional level staff experience related administrative work, public interaction, computer skills and office management would provide such opportunity.

License: Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.

Administrative Assistant I: **Contract Management and Bookkeeping**

Hourly rate: \$17.50-\$21.00 plus benefits

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Distinguishing Characteristics

This is the paraprofessional class performing technical administrative, office management in support of entire staff. Initially, work is closely supervised and assignments are closely reviewed, but as experience, knowledge, and skills are gained, supervision becomes more general. This class is distinguished from Administrative Trainee and higher level management classes in that incumbents in the latter classes perform assignments requiring greater analytical skills and work with greater independence.

Typical Duties/Responsibilities

- Contract management including:
 - a. Draft, coordinate legal review of, negotiate, and execute agreements under the direction of project managers,
 - b. Serve as the primary point of contact for contractors and grant making entities on contractual matters, supporting SCTA/RCPA partners and SCTA/RCPA management staff to ensure timely review, approval, and reconciliation of contractual matters,
 - c. Maintain contractual records and documentation such as receipt and control of all contract correspondence, contract amendments, status reports, and other documents for SCTA/RCPA contracts, and
 - d. Ensure contract close-out, extension, or renewal is completed in a timely manner.
- Bookkeeping including:
 - a. Carry out procedural steps to ensure or authorize payment,
 - b. Screen documents for accuracy and adherence to requirements,
 - c. Authorize and maintain cost records involving the distribution of charges to individual accounts,
 - d. Post, balancing, and reconciling accounts payable/receivable/subsidiary ledgers for programs, individual accounts, and purchase orders,
 - e. Assist in the preparation, batching, and posting of financial and statistical information for data processing, including deposits, journals, and vouchers,
 - f. Create routine correspondence for communication with other departments, agencies, and the general public,
 - g. Prepare periodic and financial statistical reports,
 - h. Maintain an orderly accounting filing system, and
 - i. Comply with local, state, and federal government reporting requirements.
- Manage procedures for contract management and bookkeeping within the SCTA/RCPA, including documenting existing SCTA/RCPA procedures, updating them on an on-going basis, and communicating them to staff;
- Act as receptionist on the telephone or in person, directing inquiries and providing information on department policies and procedures, being responsive to the needs of a diverse public;
- Act as liaison with the Auditor Controller Treasurer Tax Collector Division of Sonoma County;
- Disseminate and obtain information by phone, mail, email, or in person; coordinating with other departments and agencies; and
- May be assigned additional administrative and clerical responsibilities as needed.

Knowledge, Skills and Abilities

The position requires knowledge of and abilities related to:

- Methods, practices, and terminology used in financial and statistical clerical work, including working knowledge of costs and budgetary accounting principles;
- Modern office policies, regulations, and procedures related to account or statistical records maintained, specifically in public agencies;
- Basic arithmetic to include addition, subtraction, multiplication, and division of whole numbers, decimals, fractions, and percentages;
- Database, spreadsheet, and word processing applications;
- Effective communication, verbally and in writing, with staff, outside agencies, and with a diverse public;
- Data organization and record keeping;
- Courteous and professional office demeanor;
- Supporting fellow staff and performance of office functions;
- Ability to follow written and oral directions and instructions; and
- Ability to review and work with tabular detail such as codes, figures, and numbers, and to make arithmetic computations rapidly and accurately in common database, spreadsheet, and word processing applications.

Minimum Qualifications

Education: Any combination of course work and training which would provide an opportunity to acquire the knowledge and abilities listed.

Experience: Work experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, one year of full-time professional level staff experience related administrative work, accounting, business administration, bookkeeping, and/or contract management would provide such opportunity.

License: Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.