



Now Accepting Applications for a

Part Time Administrative Assistant

\$44,938 - \$54,632 plus benefits

25 hours per week, flexible schedule, and partly remote

Employment is hourly (non-exempt)

Filing Deadline: Friday, July 26, 2024, at 2pm

THE POSITION

The West Contra Costa Transportation Commission (WCCTC), formerly known as the West Contra Costa Transportation Advisory Committee (WCCTAC), is recruiting for an Administrative Assistant. The position is a “hybrid” one in that it can involve a combination of in-office and remote work.

We are a small governmental Joint Powers Authority that serves a Board of Directors comprised of elected officials. As an Administrative Assistant, you will play a crucial role in supporting our daily operations and ensuring smooth workflow within the organization. You will be responsible for a variety of administrative tasks to assist in maintaining the efficiency and effectiveness of our work environment.

DUTIES

Office Support: Provide general administrative support such as ordering office supplies, answering phones and emails, preparing documents, maintaining information on website, processing the mail, interacting with vendors and visitors, coordinating office maintenance, and researching and making recommendations for needed services.

Meeting Support: Post meeting information on the website, conduct quorum checks, assist in setting up for two monthly morning meetings, prepare minutes, coordinate follow-up action as needed and assist with occasional community events.

Document Management: Organize, track, and maintain physical and electronic files, including meeting agendas and packets, resolutions, key agency documents, employee information, etc. Digitize and organize archived files.

Billing: Manage and track incoming invoices, apply finance codes to invoices and checks, collaborate with contract accountant and finance staff, manage the agency credit card, and oversee billing related to specific programs. Regularly deliver invoices and deposits in-person to the City of San Pablo City Hall.

Board and Committee Support: Maintain board rosters, provide information to new members, and field basic member questions.

Light Human Resources Support: Assist with hiring and on boarding of new employees and oversee agency benefit contracts and services. Interface with the City of San Pablo on payroll-related matters. Serve as an intermediary between staff and benefit providers.

Other Relevant Duties as Assigned.

KNOWLEDGE, SKILLS AND ABILITIES

The ideal candidate will possess a solid understanding of all the position's basic administrative duties. Familiarity with the structure and functions of public sector organizations, and previous experience in a public agency, is desirable. Additionally, knowledge of transportation terminology and concepts can enhance the candidate's ability to navigate and contribute to discussions within the agency. A willingness and enthusiasm to pitch-in, learn new skills and take on new responsibilities is desirable.

The candidate should demonstrate strong organizational skills, initiative, and the ability to coordinate with other agency staff in a small organization that operates partly in the office and is partly remote. The ability to work collaboratively, as well as independently with minimal supervision at times, is essential. Excellent communication skills, both written and verbal, are desirable. Proficiency in using basic office tools, such as the Microsoft Office Suite, is required for most tasks.

The ideal candidate will have an attention to detail. Accuracy in tasks such as billing, record-keeping, and document management is vital to maintain the integrity of agency operations. Lastly, discretion is paramount, as the Administrative Assistant may handle sensitive staff information and must maintain confidentiality and ethical standards.

MINIMUM REQUIREMENTS

- High School diploma, or equivalent; Associate Degree or higher is preferred
- At least two years of proven experience in a similar administrative role or similar capacity.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and other relevant office tools such as Adobe Acrobat.
- Strong organizational and time management skills.
- Ability to multitask and prioritize workload effectively.
- Excellent communication skills.
- Occasional errands outside of the office may be required.
- Ability to travel locally, in a timely and efficient manner, for meetings, errands and events. If a personal vehicle is used, mileage is reimbursable.
- Ability to lift up to 30 pounds.

- Expectation of 4-5 workdays per week (not totally more than 25 hours)
- Time in the office (likely a minimum of 50%) will be required.

EMPLOYEE BENEFITS

WCCTC's excellent Supplemental Benefits Package includes:

- Retirement – CalPERS. For Classic PERS members, 2.5% @ 55 formula; for new and PEPRA PERS members, 2.0% @ 62 formula
- Choice of health insurance plans under PERS healthcare program, fully paid up to the Kaiser Plan level
- Dental insurance, fully paid
- Vision care supplement of \$425 per year
- Prorated vacation time earned at 7.5 hours per month, increasing with seniority.
- Prorated sick leave earned at 7.5 hours per month.
- Employee Assistance Program
- Disability Insurance
- 12 paid holidays and two floating holidays
- Flexible schedule
- Partly remote (up to 50% with supervisor approval)

THE APPLICATION / SELECTION PROCESS

Each applicant must submit a cover letter and resume. These materials may be submitted by US Mail or emailed to vjenkins@wcctac.org. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to interview. Meeting the minimum requirements of the position does not guarantee advancement in any phase of the selection process.

Applications will be reviewed as received with in-person interviews expected to be scheduled on Tuesday, August 6 and Wednesday, August 7.

Prior to making a formal employment offer, a pre-employment background check is required. At the time a potential candidate is selected, WCCTC will seek authorization and needed information.