

June 10, 2019

TITLE: Administrative Support Specialist
EMPLOYMENT TYPE: Non-Exempt
DIVISION: Bus Transportation
APPLICATION DEADLINE: **Friday, June 28, 2019**
PAY RANGE: \$943.52 - \$1590.52/week (\$49,063 - 82,707estimated annual)
WORK LOCATION: South San Francisco, CA
WORK SCHEDULE: Full-Time

JOB SUMMARY:

The Administrative Support Specialist will report to the Director, Bus Transportation; and will provide clerical and administrative support for the San Mateo County Transit District (SamTrans).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Provide clerical, administrative, and data entry support.
- Collect, review and analyze data; prepare reports, charts, budgets and other presentation materials.
- Schedule, coordinate, and maintain calendar appointments.
- Coordinate office and/or departmental operations.

EXAMPLES OF DUTIES:

- Assist other departments with clerical support.
- Screen incoming calls and emails; set appointments with employees, customers and vendors.
- Greet visitors and callers, route and resolve information requests.
- Track cost center expenses.
- Create and update spreadsheets and reports.
- Maintain department files and records.
- Process invoices; create check requests for approval.
- Open and sort mail.
- Purchase and keep inventory of supplies and equipment.
- Coordinate space and office organization.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION:

Works under the supervision of the Director, Bus Transportation who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS:

Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- High School Diploma or GED equivalent.
- Three years of full-time clerical experience.

Other Requirements:

- Must be proficient in MS Office Suites: Word, Excel and Outlook.
- Must communicate effectively orally and in writing.

SELECTION PROCESS MAY INCLUDE:

The process will include a panel interview and may include written and skills test assessments. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

Holidays:	Seven paid holidays, plus up to five floating holidays per year
Time Off:	Paid Time Off: Up to 21 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">• Classic Members – 2% @ 60 benefit, 3 year average of highest compensation• New Members – 2% @ 62 benefit, 3 year average of highest compensation

HOW TO APPLY:

Although we encourage applicants to apply online, we are still accepting paper applications.

- Apply 24 hours a day through our online at application system at www.smctd.com/jobs.html or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at www.smctd.com/jobs.html. When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Whether applying online or with a paper application, your completed application package must be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.
- You may call (650) 508-6308 to verify that your online or paper application package has been received.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650)508-6308.
SamTrans is an Equal Opportunity Employer.