

February 5, 2019

TITLE: Data Specialist (Facilities)
EMPLOYMENT TYPE: Non-Exempt
DIVISION: Bus – Facilities
APPLICATION DEADLINE: Friday, February 22, 2019
PAY RANGE: \$23.59 - \$39.76 per hour (\$49,063 - \$82,707 estimated annual)
WORK LOCATION: 1250 San Carlos Avenue, San Carlos, California
WORK SCHEDULE: Full Time

JOB SUMMARY: The Data Specialist reports to the Manager, Facilities Maintenance and provides clerical and administrative support for the San Mateo County Transit District (SamTrans).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Provide, clerical, administrative, and data entry support.
- Perform data gathering, analysis, and reporting.
- Schedule, coordinate, and maintain calendar appointments.

EXAMPLES OF DUTIES:

- Assist other departments with clerical support.
- Answer phones; take and distribute messages.
- Track cost center expenses.
- Create and update spreadsheets and reports.
- Maintain department files and records.
- Process invoices; create check requests for approval.
- 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 Manager, Facilities Maintenance 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 General Equivalency Diploma (GED).
- Three years of full-time clerical experience.

OTHER REQUIREMENTS:

- Must be proficient with MS Excel.
- Experience with PeopleSoft is desirable.
- Experience working for a government agency, transit related company, or for a facility department is desirable.

- **Must have effective oral and written communication skills.**

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: 21 days per year
Insurance: 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)
• 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 online 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.**
- **Your completed application package 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) 508-6288.
SamTrans is an Equal Opportunity Employer.**