

***San Mateo County***  
**TRANSIT DISTRICT**

**JOB OPENING ANNOUNCEMENT**

**Apply On-line at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html)**

Employment Hotline 650-508-6308

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**TITLE:** Administrative Analyst II (Bus Operations)  
**EMPLOYMENT TYPE:** Non-Exempt  
**DIVISION:** Bus  
**APPLICATION DEADLINE:** Friday, September 18, 2020  
**PAY RANGE:** \$35.33 - \$53.00/hr. (\$73,494 - \$110,241) estimated annual)  
**WORK LOCATION:** North Base – So. San Francisco  
**WORK SCHEDULE:** Full-Time

**JOB SUMMARY:** The Administrative Analyst II will report to the Director, Bus Transportation, and is responsible for monitoring and assisting with accident reporting analysis, Industry Safe data, Accident Review Committee updates, updating and administration of the rules, policies and procedures committee for the San Mateo County Transit District for Bus.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Assist with the development and updates of Standard Operations Procedures (SOP)
- Assist with monthly reporting including but not limited to SamTrans monthly Accident Reports, Citizens Advisory Commission
- Assist with reviewing and tracking operator seniority
- Assist with evaluating, identifying, and accomplishing administrative requirements associated with yearly bus operator vacation and other system-wide bids

**EXAMPLES OF DUTIES:**

- Interact with internal and external departments; including maintenance, facilities, operations planning and various external organizations
- Track and monitor cost centers
- Assist other departments with administrative, and data collection information
- Coordinate with internal and external stakeholders to maintain department files and records
- Create and update spreadsheets and reports
- Purchase and maintain inventory of safety awards for bus operations
- Perform all job duties and responsibilities in a safe manner to protect yourself, 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 general supervision of the Director of Bus Transportation, who assigns tasks and responsibilities, and monitors 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:

- Bachelor's degree or Associate of Arts Degree in Business Administration
- Two years of progressively responsible administrative, professional experience

**PREFERRED QUALIFICATIONS:**

- Able to communicate effectively, orally and in writing
- Proficient in Microsoft Office Suites: Word, Excel and Outlook
- Experience working in the Public Sector

**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

Pension: Public Employees Retirement Systems (CalPERS) and Social Security

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

**HOW TO APPLY:**

*Due to Covid 19, please apply online at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html)*

- Apply 24 hours a day through our online application system at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). You must submit a completed application to be considered for this position. Incomplete or late applications will not be considered.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html).
- Incomplete or improperly completed 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 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 must be received by the District's Human Resources Department by the specified deadline to receive consideration. Online applications must be submitted prior to midnight on the application deadline date.

You may call (650) 508-6308 to verify that your online 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.**

**San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306**

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