

# JOB OPENING ANNOUNCEMENT

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

Employment Hotline 650-508-6308

September 20, 2021

**TITLE:** Administrative Support Specialist  
**EMPLOYMENT TYPE:** Non-Exempt (Full-Time)  
**DIVISION:** Bus  
**APPLICATION DEADLINE:** Friday, October 15, 2021  
**PAY RANGE:** \$26.10/hour - \$42.87/hour (\$54,279 - \$89,167 estimated annual)  
**WORK LOCATION:** San Carlos, CA

## **JOB SUMMARY:**

The Administrative Support Specialist will report to the Director, Facilities and/or Manager, Facilities and 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.
- Maintain department files and records.

## **EXAMPLES OF DUTIES:**

- Assist Facilities Department 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.
- Process invoices; create check requests for approval.
- Process online requisitions for capital projects and operational budget expenditures.
- 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.
- Performs other duties as assigned.

**SUPERVISION:** Works under the supervision of the Director, Facilities and/or Manager, Facilities 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.
- One (1) year of full-time clerical experience.

### **PREFERRED QUALIFICATIONS:**

- Proficiency in PeopleSoft Finance preferred
- 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 or supplemental questions. 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. Selected candidate must successfully complete a background investigation.

### **CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

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| Holidays:        | Seven paid holidays, plus up to four floating holidays per year  |
| 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:         | Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"><li>• Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</li><li>• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</li></ul> |

### **HOW TO APPLY:**

- To apply, please visit the [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). Complete an online employment application and supplemental questionnaire by 11:59 pm on **Friday, October 15, 2021**. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
- 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 contact the Human Resources Department at (650) 508-6308 or email written request to [hr@samtrans.com](mailto:hr@samtrans.com).
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encourage to apply.