



Marin County Transit District

Is recruiting for ...

ADMINISTRATIVE ASSISTANT

**\$54,250-\$66,145 annual salary depending on qualifications
and an outstanding benefits package**

About the District...

Marin County Transit District (Marin Transit) is responsible for finance, planning, and management of all public transit services operating within Marin County, including fixed route, community shuttle, supplemental school, and paratransit services. Marin Transit works closely within the community to develop and deliver the most strategic, effective, and efficient local transit system in northern California. For additional information about Marin Transit, please visit our website at www.marintransit.org.

About Marin County...

Located just across the Golden Gate Bridge, and minutes from downtown San Francisco, Marin County is a dynamic, economically and culturally diverse community of 250,000 informed and involved residents. Marin County is marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. Marin County is known for its combination of rural and suburban lifestyles, and is a recreation destination for the entire Bay Area with more than 140,000 acres of federal, state and county parkland, county open space and water district lands. The mild year-round climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer.

The position of Administrative Assistant...

This is an at will, non-exempt position that offers the successful candidate an exciting opportunity to join a growing Agency in the development and provision of cutting edge transit services to Marin County. Under general administrative direction, the incumbent provides general support to District staff, and confidential secretarial support to executive managers; supports the duties of the Clerk of the Board to the Marin County Transit District Board, including drafting agendas, composing and attesting minutes, coordinating and managing Board meeting activities; distributes Board meeting packets; manages documents related to District contracts and resolutions; answers phones and interacts with the public, including responding to customer requests for information and trip planning assistance; provides support to finance and accounting staff as needed; and performs other work as assigned.

The ideal candidate for this position will be bilingual in English and Spanish, exercise a high degree of initiative, organizational skill, and independent judgment in performing confidential and complex administrative work related to the daily activities of the District. Candidates must be team-oriented, self-motivated and possess a demonstrated ability to communicate effectively with a wide range of individuals and groups, including Board members, District staff, and members of the general public.

Typical duties may include:

- Provides a variety of confidential secretarial and administrative support to the General Manager and other executive managers, including transmitting information, maintaining calendars, arranging for meetings, performing office management activities, and keeping all relevant parties informed of pertinent issues as needed.
- Provides staff support to the Board, committees, and public advisory boards. Ensures compliance with Brown Act procedures, producing and distributing materials related to meetings, and attending meetings and taking minutes.
- Coordinates activities regarding the maintenance of official Board records, including District contracts and resolutions. Responds to customer requests and appeals and maintains records of complaints received. Distributes public hearing notices, and coordinates other actions related to Board activities and the handling of similar administrative functions.
- Receives and screens calls, correspondence, and visitors for District staff, provides customer information and resolves minor complaints, and refers issues as appropriate.
- Performs routine clerical tasks such as filing, duplicating, photocopying, and assembling bulk mailing.
- Types a variety of material from handwritten or typed draft copy, dictation or recorded material including Board meeting video feeds from Granicus software, correspondence, reports, charts, and statistical data.
- Sets up and maintains a variety of office files and records for the completion of reports and projects.
- Uses computer word processing, calendars, e-mail, internet access and spreadsheet software to prepare a variety of correspondence, reports, contracts, presentations, policies, procedures and other documentation from brief instructions.
- Operates Granicus software during Board of Director meetings.

Requirements include ...

Any combination of experience and training that would provide the required knowledge and skills. This could be four years of increasingly responsible experience in executive level administrative support and training that would provide the required knowledge and skills.

Please apply as soon as possible as this position is open until filled and may close without notice.

For a complete job description and application, please visit <http://www.marintransit.org/jobs.html>. Submit the completed application, a resume, cover letter and supplemental questionnaire in pdf format to hr@marintransit.org or mail to Marin Transit, Attention HR, 711 Grand Ave, Suite 110, San Rafael, CA, 94901.

Applications/resumes received will be screened according to the qualifications outlined in this posting. The most qualified candidates will be invited to an interview and complete skills test.

Finalists will be asked to provide references and undergo a background check to verify information supplied in the application materials.

If you have questions about this job or the hiring process, please email Holly Lundgren at hlundgren@marintransit.org.

SUPPLEMENTAL QUESTIONNAIRE

Responses to these Supplemental Questions must be submitted with your application materials. Invitations to participate further in the hiring process will be based on an evaluation of your resume and your written responses. We will not consider resumes submitted without responses to the supplemental questions.

These questions are designed to help you present your qualifications for this position. Your responses, along with your application and resume will be used to determine whether you will be invited to continue in the selection process. Responses should be complete, concise, and specific. Clarity and completeness of your answers will be considered in the evaluation process.

1. Provide an example of your ability to balance and prioritize multiple tasks.
2. Why do you think you are qualified for the position
3. Describe your level of ability to converse and write in any language other than English.
4. What experience do you have answering phones and working with the public?