



# Marin County Transit District

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Is recruiting for ...

## **ADMINISTRATIVE ASSISTANT/ BOARD SECRETARY**

**\$55,496 - \$82,803** annual salary (depending on qualifications) and an outstanding benefits package

### **About the District...**

**Marin County Transit District** (Marin Transit) is responsible for funding, planning, and management of all local 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](http://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 257,000 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/Board Secretary...**

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 direction from the Human Resources Manager, the incumbent provides general support to District staff, and confidential secretarial support to executive managers; performs the duties of the Board Secretary to the Marin County Transit District Board, including drafting agendas, composing and attesting minutes, coordinating and managing Board meeting activities; editing, assembling and distributing Board meeting packets; manages documents related to District contracts and resolutions; answers phones and interacts with the public, 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:**

- Receive and screens calls, correspondence, and visitors for District staff, provides customer information and resolves minor complaints, and refers issues as appropriate.
- Represent agency as first point of contact for the public, board members and contractors.
- Provide a variety of confidential secretarial and administrative support to the General Manager and other executive managers, including transmitting information, maintaining calendars, arranging for meetings, and keeping all relevant parties informed of pertinent issues as needed.
- Provide 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.
- Assemble and distribute board agenda packet and comply with legal requirements regarding notification of Board members and the public.
- Provide clerk support to all regular and special Board and committee meetings, attend the meetings, ensure that District's rules of order are followed; schedule special board or committee meetings and keep track of attendance/quorum, develop minutes, prepare memoranda to communicate significant actions to interested parties.
- Keep track of Board member terms and appointments and maintain Board and Committee rosters, track and maintain AB1234 Ethics Training certifications, prepare welcome packets for new Board members and draft commendations to outgoing Board members.
- Provide quality control of draft written materials to be submitted to the District Board.
- Maintain and administer the District's writing conventions and templates used for resolutions, contracts, agreements, agendas, Board reports, policies, correspondence, and all other formal writing.
- Operate Granicus software and/or Zoom during Board of Director meetings
- Coordinate 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.
- Receive and screens calls, correspondence, and visitors for District staff, provides customer information and resolves minor complaints, and refers issues as appropriate.
- Perform routine clerical tasks such as filing, duplicating, photocopying, and assembling bulk mailing.
- Maintain office supplies and general office upkeep.
- Sets up and maintain a variety of office files and records for the completion of reports and projects.
- Use 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.

**Requirements include:**

- Proof of vaccination against the COVID-19 virus.
- BA/BS degree from an accredited college in a related field desired or 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.

- Experience working for a Board of Directors, City Council, or elected official(s) desired.
- Certification or specific training as a municipal or board clerk desired.

**Skill in:**

- Office administration practices and procedures including scheduling meetings, preparing correspondence, professional communication, and records management, particularly in support of management or executive staff.
- Customer service and public engagement
- Excellent communication skills including active listening,
- Pertinent federal, state, and local laws, such as The Brown Act, California Public Records Act, Political Reform Act, and Roberts Rules of Order.
- Legislation and regulations affecting routine actions of a Board.
- Standard office computer software (MS Word, Excel, PowerPoint, plus Zoom or similar teleconferencing systems)
- Operation of standard office equipment.

**Physical Working Conditions:**

Position typically works in an office setting which may require prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work-related documents. Hearing and speech capability is required when providing phone and personal service. The position may also require the ability to lift, drag and push files, paper and documents weighing up to 35 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations. This position does not qualify for telecommuting.

**Benefits Include:**

- Employer paid premiums for employee's medical insurance and 95% of base HMO premium for families;
- Employer paid dental and vision insurance;
- Employer paid Employee Assistance Program (EAP)
- Employer paid life insurance, short-term and long-term disability insurance;
- Optional flexible spending account;
- Transit benefits;
- Two weeks of vacation increasing with seniority;
- 10 ½ holidays plus 2 floating administrative days;
- Deferred compensation plan; and
- Employer contribution of 10%-15% of salary to 401(a) retirement account based on years of service.

**This position is open until filled.**

For an application, please visit <http://www.marintransit.org/jobs.html>. Submit the completed application, a resume, cover letter and supplemental questionnaire (located on last page of this bulletin) in pdf format to [hr@marintransit.org](mailto: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 interview and complete skills test. Finalists will be asked to provide references.

If you have questions about this job or the hiring process, please email Holly Lundgren at [hlundgren@marintransit.org](mailto:hlundgren@marintransit.org).

**SUPPLEMENTAL QUESTIONNAIRE ON NEXT PAGE-This must be completed to be considered for review**

## **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. What level of experience do you have working for a Board of Directors, City Council, or elected official(s)?
2. Describe your level of experience working as an executive assistant.
3. Describe your level of experience with professional writing and editing.
4. What level of experience do you have working with the public and/or customer service?
5. Why do you think you are qualified for the position?