



Administrative Assistant

Contra Costa Transportation Authority (CCTA), Walnut Creek, CA

Salary depending on qualifications is \$5,635.98 to \$7,908.15 monthly

Applications will be accepted until Thursday, September 30, 2021, at 11:59 PM PST.

CCTA is seeking qualified candidates for the position of Administrative Assistant. Under general direction, the Administrative Assistant provides administrative, operational, and programmatic support to Directors and department staff as assigned, consulting staff, Authority Committees, and other Authority staff as delegated. The Administrative Assistant serves as the “point of contact” to Authority consultants, City/Town and County staff, and the public. The position reports to the Director, Administrative Services.

Distinguishing Characteristics:

This position calls for a skilled individual with a demonstrated ability to exercise sound judgment, work independently, prioritize tasks, and support multiple work assignments from various Authority staff members. Work assignments include moderate and complex administrative tasks requiring the ability to analyze data, prepare information, and help the team make informed decisions. The position will require interaction with elected officials, community groups, other government agencies, and the public. Strong organizational, time-management, technical and interpersonal skills are required.

This position may be eligible to work in a hybrid work environment upon successfully meeting the criteria specified in the Authority's Flexible Worksite Policy.

Ideal Candidate will:

- Be ethical, self-motivated, creative, adaptable, organized, and comfortable working in a dynamic and team-oriented environment including a hybrid work environment.
- Exercise sound judgment, tact, diplomatic demeanor, and professionalism when providing exemplary customer service to members of the general public, elected officials, and colleagues.
- Coordinate on-going assigned activities, events and projects requiring independent thinking, analysis, creativity, and problem-solving skills.
- Represent the Authority as a professional, poised, and competent staff member at meetings, group settings, community events and public forums.
- Possess a background and knowledge of meeting agenda preparation, taking of minutes or actions, meeting follow-up, working with an agenda management system, and Brown Act requirements or similar law.

- Work quickly, efficiently, and calmly under stressful conditions.
- Work well with other staff and maintain effective working relations and communications.
- Effectively and professionally communicate orally and in writing.
- Have in-depth knowledge, experience and capabilities working with Microsoft Office applications including Outlook, Word, Excel, and PowerPoint.
- Ability to work with large, complex documents in Microsoft Word, including using styles, footnotes, and track changes.
- Have familiarity with local government planning and forecasting, a financial management system, human resource practices, an electronic document management system and other systems common in a contemporary office environment.

Minimum Qualifications:

- High school diploma or GED. BA/BS degree from an accredited college is desirable.
- Three (3) years of office administrative support experience.
- Public agency experience is desirable.
- Experience working with elected officials or committee members is desirable.
- Ability to lift or carry heavy objects up to 30 lbs. (i.e. food delivery, office supplies, file boxes, etc.)

Compensation and Benefits:

The starting salary will be commensurate with the experience, qualifications, and skills of the successful candidate and within the range of \$5,635.98 to \$7,908.15 monthly.

CCTA also offers a competitive benefits package, including California Public Employees Retirement System pension, multiple HMO and PPO medical plan alternatives, dental, vision, life insurance, paid leave, commute incentives and continuing education.

About CCTA:

CCTA is a special purpose regional government agency established in 1988 when Contra Costa voters approved a half-percent sales tax for specified transportation programs and projects. We are a small, but mighty organization of 20 full-time employees, led by Timothy Haile, the Executive Director.

Examination Process:

Apply at the Authority's Career Page located at <https://www.governmentjobs.com/careers/ccta?>

The deadline to apply is Thursday, September 30, 2021, at 11:59 PM PST.

Candidates who are the most qualified will be invited to a phone interview as the next step in the hiring process.

The Contra Costa Transportation Authority is an Equal Opportunity Employer.