



JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT I / II

FINAL FILING DATE: 5:00 P.M. – FRIDAY, JANUARY 6, 2012

Department:	Operation Management/Administration
FLSA Exempt:	No
Salary Range:	Administrative Assistant I - \$3,029 - \$3,682 Administrative Assistant II - \$3,409 - \$4,144
Benefits:	PERS Retirement 2.7% @ 55 (Combination PERS / PARS) Employer paid health insurance, dental, vision, and life insurance Fourteen paid Holidays and twelve days sick leave annually Ten days vacation accrual annually during the first five years

Job Summary: The Administrative Assistant will provide administrative and clerical support to the STA Staff, Legal Counsel, and the Clerk of the Board. The candidate must be able to perform a variety of tasks ranging from various administrative and operational program support to the operation and management programs of the Solano Transportation Authority (STA). Responsibilities require the frequent use of tact, discretion, and independent judgment as well as knowledge of departmental and Authority's activities. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Provides primary support to the department staff; and backup support to the Clerk of the Board and the Executive Director;
- Answer telephone and office calls, take and relay inquiries and messages, evaluate informational needs of callers, direct calls to appropriate staff or other agencies;
- May receive and prioritize mail and other communications; distribute and route faxes and documents, pamphlets and circulars to staff and others requiring access to such information;
- Arrange meetings by scheduling rooms, notifying participants, arranging for refreshments as appropriate and preparing agendas; ensure information are compiled and duplicated; arrange Authority-sponsored activities for employees;
- Attend to a variety of office administrative details, such as keeping informed of the STA activities, transmitting information, and attending meetings;
- Operate standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; and other department-specific equipment;
- Organize and maintain various administrative, confidential, reference and follow-up files;
- Coordinate special projects that vary depending on the needs of the STA;
- Perform other related duties including information request calls and related client follow-up activities;
- Establishes and maintains current information referral system which would include contacts, schedules, databases and mailing lists in Excel and Access for special committees and projects.
- May provide Board committee agenda back-up support to Clerk of the Board;
- Provides daily back-up support to STA administrative staff;
- Tracks activities and prepares monthly reports;
- Responds to organizations' requests for materials;
- Maintains multiple filing systems;

STA is an equal opportunity employer.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that would likely provide the required knowledge and abilities as listed below is qualifying. A professional way to obtain the required knowledge and abilities would be a High School degree with a minimum of two years office and/or customer service experience. (*Administrative Assistant II - Some post high school education is preferred*). Must be proficient in computer skills including Microsoft Office (Access a plus). Must be able to communicate effectively in writing and orally when presenting materials, and be able to manage multiple priorities.

PHYSICAL DEMANDS:

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects, operate keyboards, tools, or controls; talk and hear. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to lift 20 pounds, drive a van and handle event equipment.

DRIVING REQUIREMENTS:

Driving of personal and STA vehicles is necessary. Use of a personal vehicle is reimbursed in accordance with IRS mileage regulations. Proof of insurance of personal vehicles is required and must be maintained during employment with STA. The employee for this position must have a valid California Class C drivers license and have a satisfactory driving record such that the employee is eligible for coverage by STAs' insurers. All new hires will be subject to an initial DMV "pull notice" check and, following employment, annually thereafter.

APPLICATION PROCESS:

A completed Solano Transportation Authority (STA) Employment Application must be received by Human Resources at One Harbor Center, Suite 130, Suisun City, CA 94585 by **5:00 p.m., Friday, January 6, 2012**. Additional information regarding the application, job description and benefits can be found online at www.sta.ca.gov. Application packets may also be requested in-person at the above address. Resumes **will not** be accepted in lieu of a completed application packet.

SELECTION PROCESS AND TENTATIVE SCHEDULE:

All applications will be reviewed for minimum qualifications and only the best qualified will be invited to continue in the examination process. The current position is a front office position, however, an eligibility list will be created for future openings. The examination process may consist of a written exam (pass/fail), a practical exam and/or an oral interview. *Practical Exam and Oral Board is tentatively scheduled on Thursday, January 19, 2012. Department Interview is scheduled for the week of January 23rd, 2012.*

Other Important Information:

It is important that your application show all the relevant education and experience you possess. Resumes submitted in lieu of an application will not be accepted. Applications may be rejected if incomplete.

If you believe you may need accommodations during the testing process, please contact Human Resources at (707) 424-6075. Requests for accommodations must be received no later than five (5) calendar days after the final filing date for the recruitment.

If the recruitment requires documents to be submitted with your application (certifications, DMV printout, etc), these can be submitted in one of several ways: 1) faxed to the HR Department at (707) 424-6074, or 2) delivered/mailed to the Solano Transportation Authority Attn: Human Resources, One Harbor Center, Suite 130, Suisun City, CA 94585 or 3) Email to humanresources@sta-snci.com. The position may be filled at Level I or Level II based on agency determination.